Community Development Financial Institutions Fund

CDFI
Transactional Level Report
Data Point Guidance

February 2022 (Lightning Version)

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Getting Started

Transaction Level Reports are now in AMIS. AMIS provides two ways users can create their Transaction Level Report (TLR): 1) Manual entry of your Transaction Level Report (TLR) through the AMIS User Interface (UI); 2) Upload of multiple TLR records through either a CSV file template or an XML schema.

Manual Entry

To begin your CDFI Transaction Level Report (TLR), log into the CDFI Fund's Awards Management Information System (AMIS) and click on the "More" dropdown.
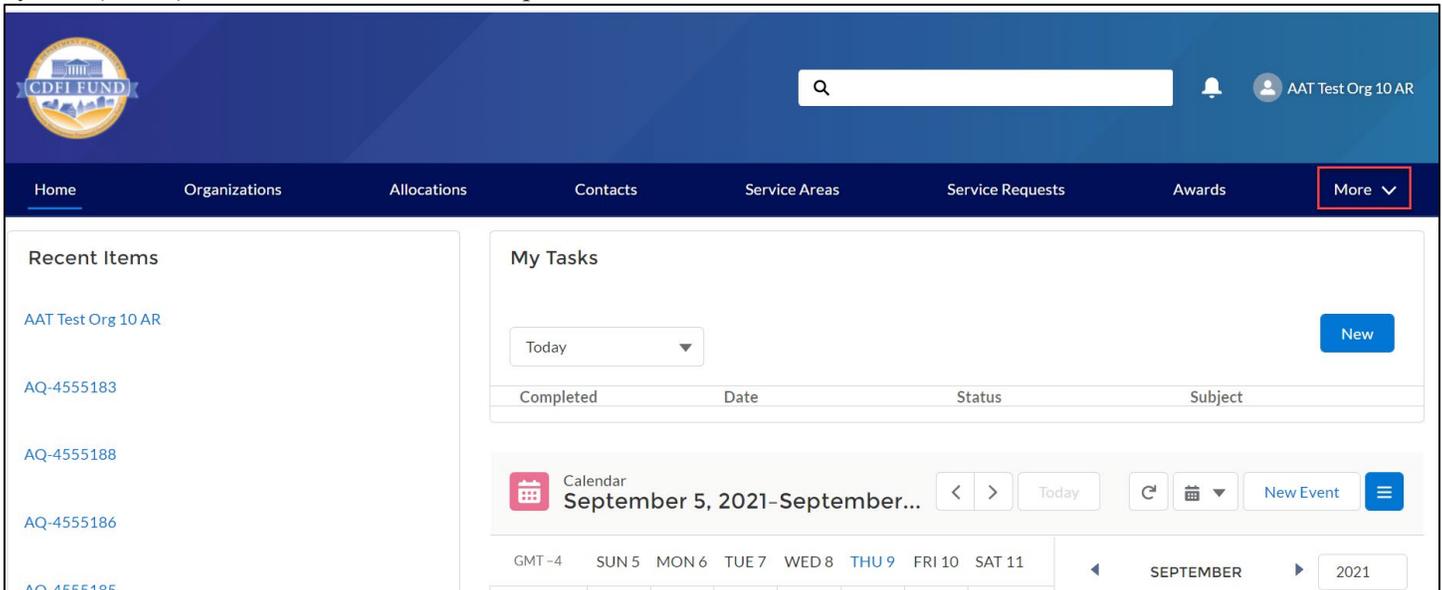
Then, click on the "CDFI TLR" tab.
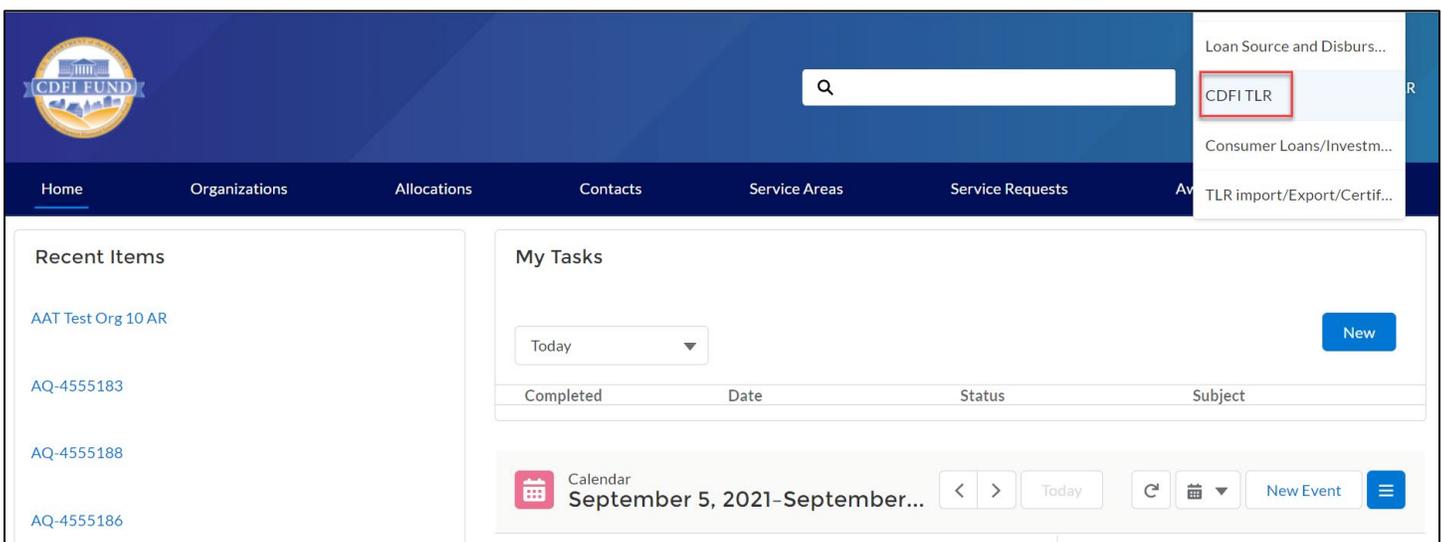
Click the "New" button to begin.
Note: the user can also create a CDFI TLR via the "CDFI TLR" related list located on the Organization's page.
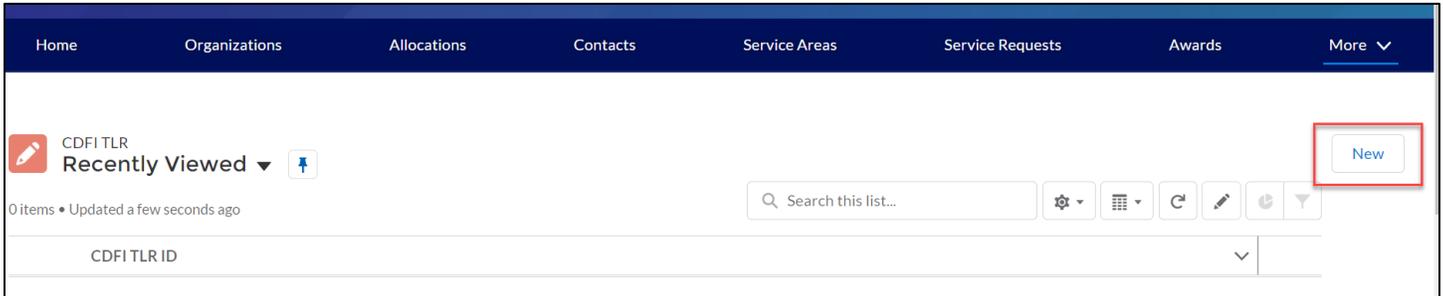
Enter your organizations name in the "Organization Name" field and click the "Next" button and to go to the CDFI TLR detail page and fill out the information based on the data points listed in the guide. You can click the search icon to search the list of organizations you are associated with.
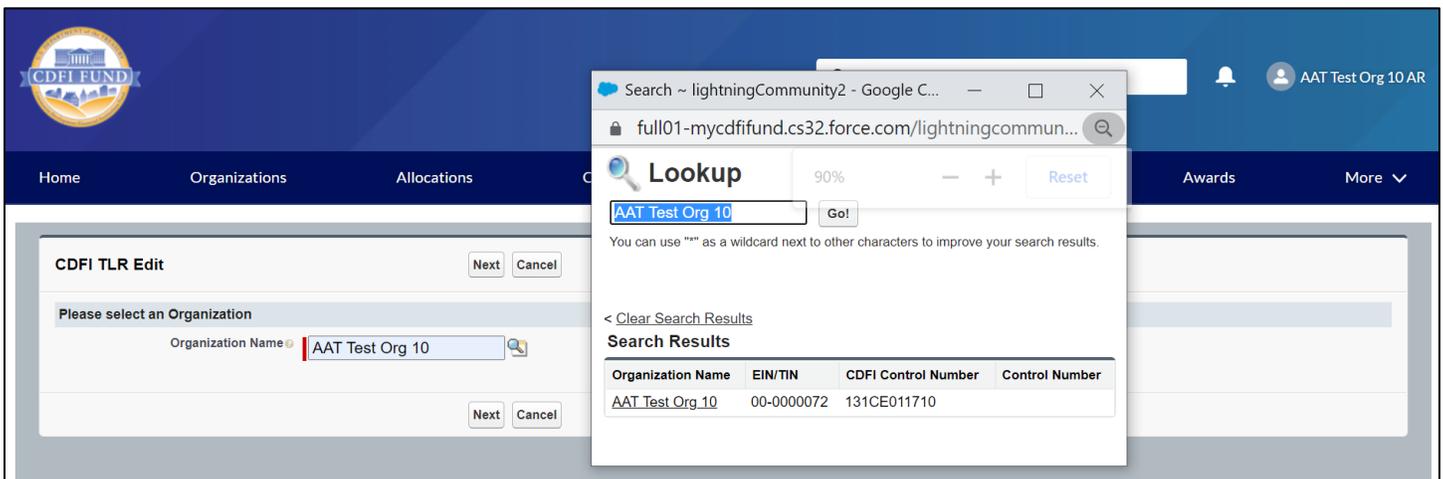
CSV File Upload

Preparing CSV file for upload:

- Please use the "General" format for all data values in the CSV file.
- You will need to successfully upload your CDFI TLR Project before you can upload the associated addresses.

Date Cell Formatting:

Common Question: I have uploaded my file, but it says that I have not provided a response for this date column/date column is in the incorrect format. I see my date entered; how do I fix it?

The most common fix is to make sure the date column is formatted correctly. When entering an answer into a cell that requires a date, make sure to format the cell as below. This can be done by right clicking on the cell(s). Although it may not *fully* appear as if it is in the correct format (March 3, 2014 will appear as 3/3/2014 as opposed to 03/3/2014), rest assured, this is correct.
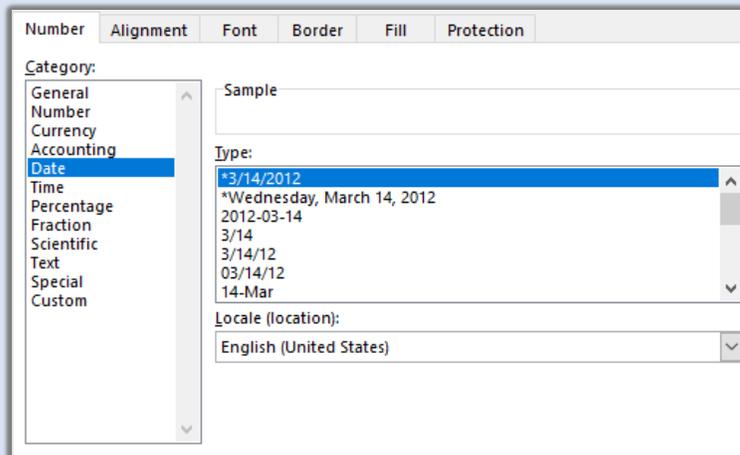
To create multiple CDFI TLR records at one time, AMIS allows users to upload files to create those TLR records. To get started, click on the "More" tab in the menu bar.

Then click on the ""TLR Import/Export/Certify" tab.

Type the organization name that you are creating the CDFI TLR records for in the search box and click the "Next" button.

Click the "New_CDFI_TLR_August_2020.csv" link to download the template

Note: Since templates change from time to time, it is always best practice to download new templates before beginning a file upload process.

Open the CSV file

Take a moment to review what each row represents:
Row 1 = Labels (aka fields)
Row 2 = Type of field
Row 3 = Options to choose from when filling out the labels, if applicable
Row 4 = Help Text

	A	B	C	D
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated
2	Type	STRING	PICKLIST	DATE (MM/DD/YYYY)
3	Options		2020; 2019	
4	Help Text	Your Organization should assign a unique identifi	Report the date that a

Starting from Column B, use row 5 and on in the CSV file to fill out your answers for the labels (fields) in row 1.

	A	B	C	D
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated
2	Type	STRING	PICKLIST	DATE (MM/DD/YYYY)
3	Options		2020; 2019	
4	Help Text	Your Organization should assign a unique identifi	Report the date that a
5				
6				

Use the help text on the CSV sheet in row 4 along with the CDFI TLR Guidance as needed to fill out your data.

	A	B	C
1	Label	Originator Transaction ID	TLR Submission Year
2	Type	STRING	PICKLIST
3	Options		2019; 2018
4	Help Text	Your Organization should assign a unique identifier to each loan/investment.	Do not use names, so
5			

To begin uploading CDFI TLR documents, log into the CDFI Fund's Awards Management Information System (AMIS) as a community user and click on the "More" tab in the menu bar.

Next, click on the "TLR Import/Export/Certify Page" tab.
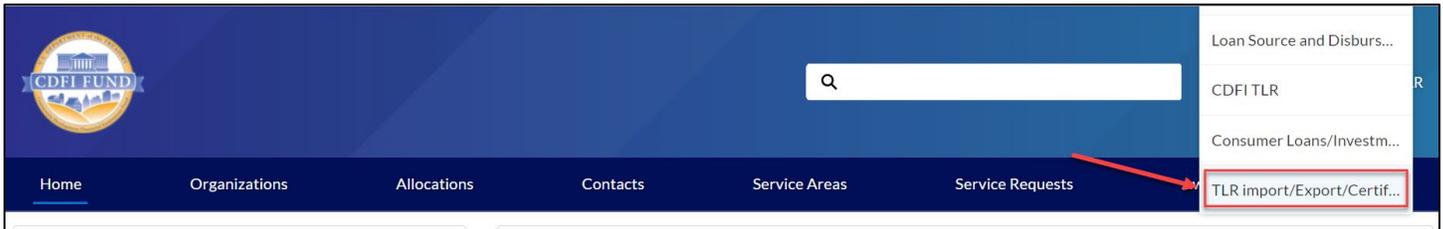
Enter the user's organization name, then click "Next".

Once the Import/Export/Certify Page is opened, scroll down to the "TLR Data Import Links" and click on the link that the CDFI document is being uploaded to.

The user will have to add the specific document by clicking on "Add Files"
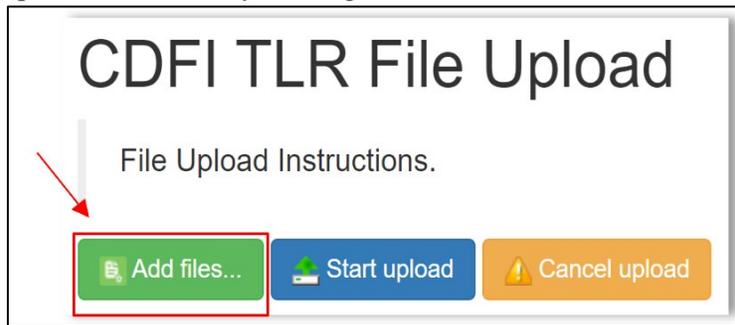
When the user clicks on "Add Files", selected the created Comma Separated Values File (.csv)". If the user selects the wrong document to upload, the user can click on "Cancel Upload"
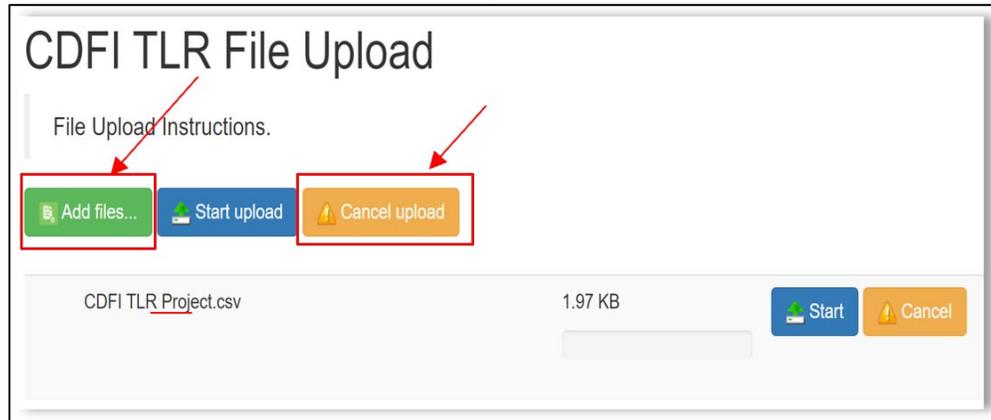
Once the correct formatted document is ready, click on "Start"
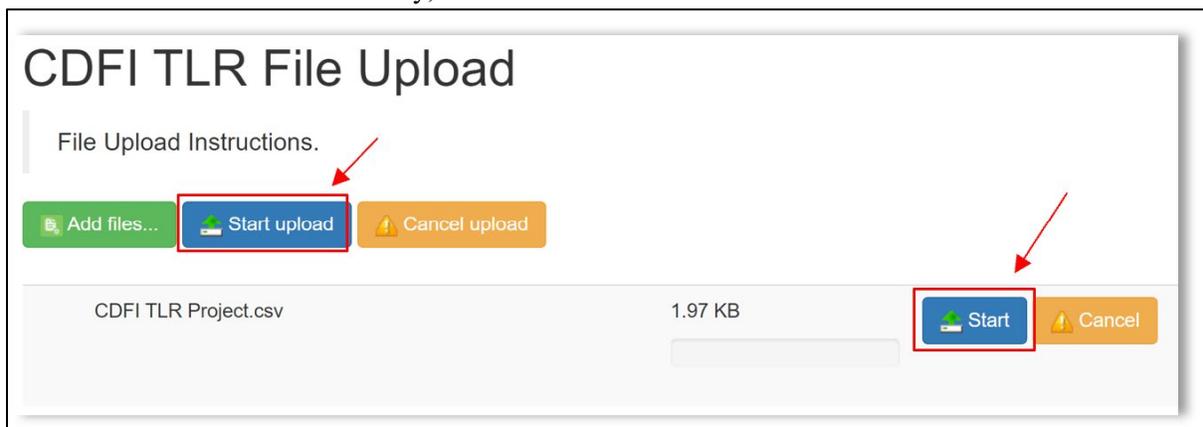
If the .csv document itself is labeled incorrectly, the system with automatically generate an error message with the "Download Template" to use as reference in updating the existing document with the correct labels.

CDFI TLR File Upload

File Upload Instructions.

Add files...   Start upload   Cancel upload

CDFI TLR Project.csv   1.97 KB   Start   Cancel

Error: File format is invalid. Please ensure your file matches the template. Download Template

The user can also download the correct template on the Import/Export/Certify page (as previously mentioned) by navigating to the TLR Data Export Template section and selecting the link to template required for the desired TLR Submission.

TLR Data Export Template

NMTC CSV

New_NMTC_TLR_Project_August_2020.csv   Update_NMTC_TLR_Project.csv
New_NMTC_TLR_Note_August_2020.csv   Update_NMTC_TLR_Note.csv
New_NMTC_TLR_Address_August_2020.csv
New_NMTC_Loan_Source_and_Disburements_August_2020.csv

CDFI CSV

New_CDFI_TLR_Project_August_2020.csv   New_CDFI_TLR_Address_August_2020.csv
New_Consumer_Loans_Investments_Originated_August_2020.csv

To re-upload the document, click on "Cancel" which deletes the old document. The user can then select **Add files** and click on **Start upload.**   (Follow steps 4-6).

CDFI TLR File Upload
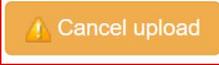
File Upload Instructions.

Add files...   Start upload   ⚠ Cancel upload

CDFI TLR Project.csv   1.97 KB   ⬆ Start   ⚠ Cancel

Error: File format is invalid. Please ensure your file matches the template. Download Template

After a few seconds, the user's document will be uploaded into the system where the user should receive error messages if the imported data is incorrect. The number of error messages is shown in the picture below with the number of "rows" the user imported.

Clear Rows

Errors (6 errors / 6 total) +   Download Errors

Error Row	Unique Id	Error Message	Field	Actions
5		A CDFI TLR with that Originator Transaction ID does not exist or is already certified		Update Field / Remove Row
6		A CDFI TLR with that Originator Transaction ID does not exist or is already certified		Update Field / Remove Row
7		A CDFI TLR with that Originator Transaction ID does not exist or is already certified		Update Field / Remove Row

If the user wants to delete the rows, they have the option to delete the row individually or everything at once. To delete individually click on **Remove Row** and to delete all rows, click on **Clear Rows**

Users have the option to update their incorrect data on the site by entering the correct data and then clicking on "Update Field". If the data is still incorrect, the system will not save the row.

The user can also update their incorrect data by clicking on "Download Errors".

Once all the incorrect data are fixed, the user has the option to download the submission preview - a file that shows all the records that are about to be submitted.
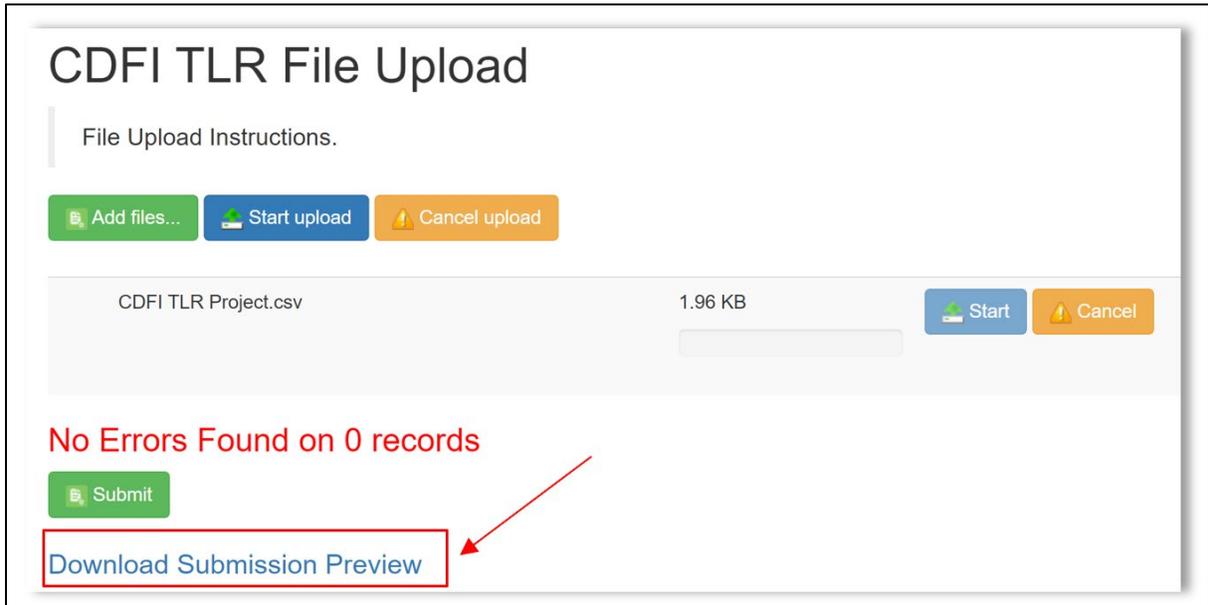
The user should always preview their data before clicking on "Submit" to save/upload the TLR records in the system.
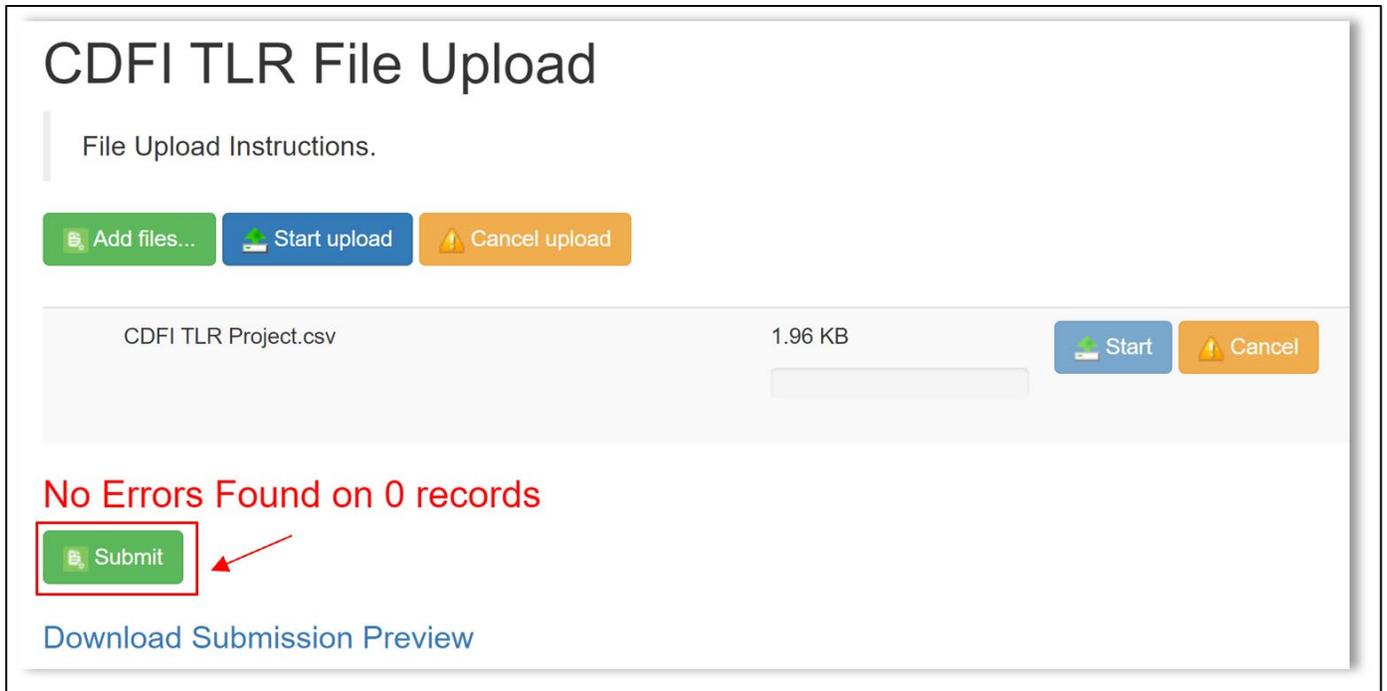
The same process is used to upload CSVs for the CDFI TLR Address and Consumer Loans/Investments Originated. Please refer to descriptions and images below for guidance on which links to use for each.

TLR Address:

And use the "Import New CDFI TLR Address" link to upload the data that you entered. Make sure the Originator Transaction IDs in the address file match with the Originator Transaction IDs in the TLR file.

Note: If you receive the following error messages "Please enter another CDFI TLR Address as this is already in use" or "Originator Transaction ID does not exist or is already certified" on your CDFI TLR Address upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Consumer Loans/Investments Originated:
To create Consumer Loans/Investments Originated records, follow the above steps using the "New_Consumer_Loans_Investments_Originated_August_2020.csv" Link to download the template

And use the "Import New Consumer Loan/Investments Originated" link to upload the data you entered.

Note: If you receive the following error "This FIPS code is already in use for this year" on your Consumer Loans/Investments Originate" file upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

If you are having trouble with the CSV upload, at the top of the page is a link to "CDFI Import/Export Guidance".
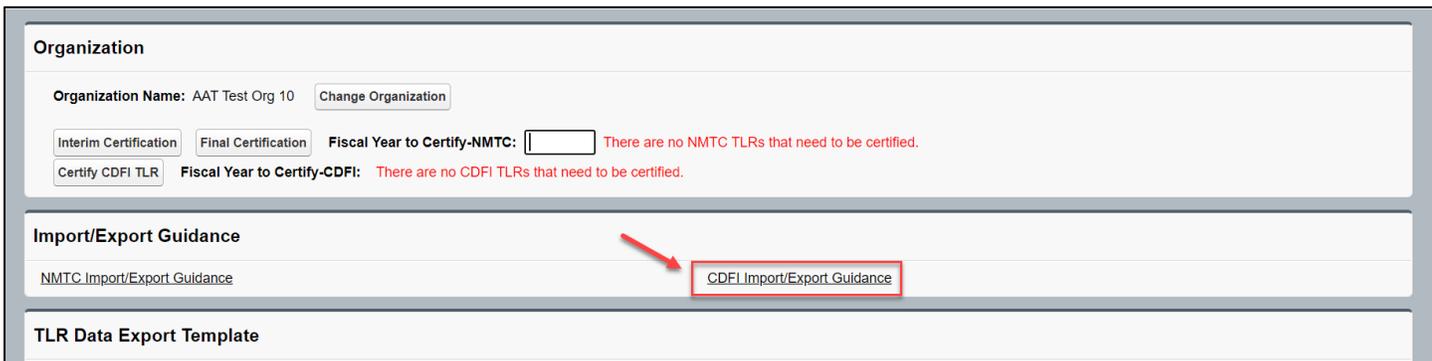
XML File Upload

To create multiple TLR records at one time, AMIS allows users to upload files to create those TLR records in an XML file. To get started click on the "More" tab in the menu bar.

Next, click on the "TLR Import/Export/Certify" tab.
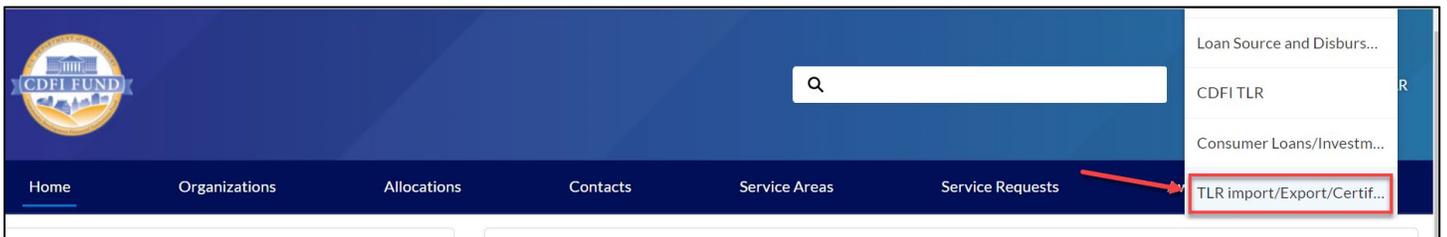
Enter your organizations name in the "Organization Name" field and click the "Next" button. You can click the search icon to search the list of organizations you are associated with.
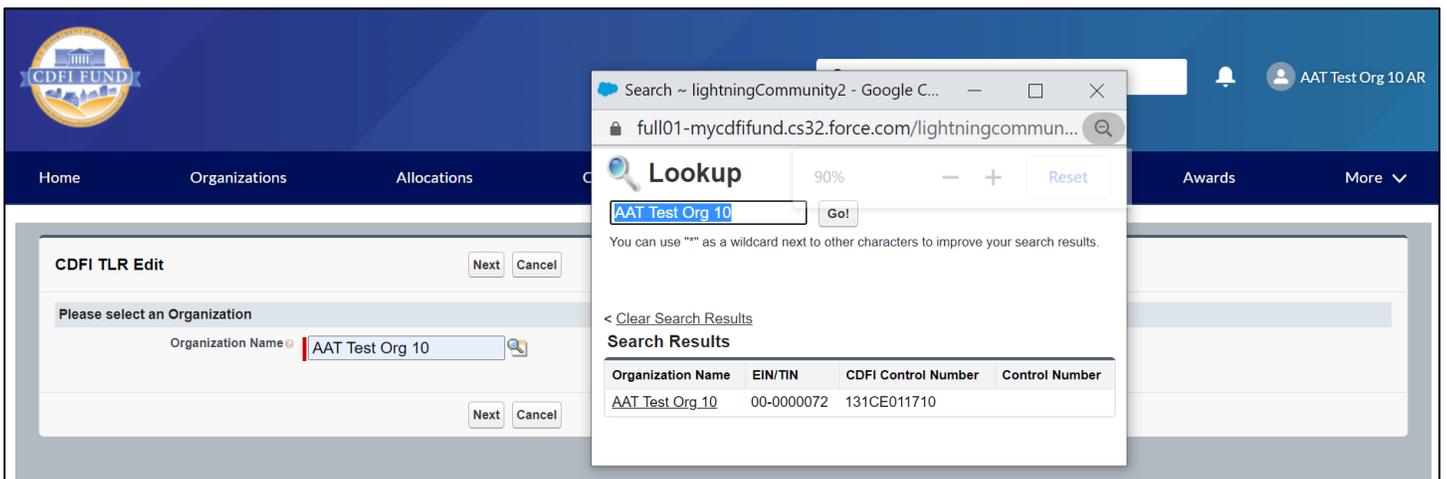
Click the "CDFI_TLR_Xml_Schema.xsd" link to download the XML Schema to use when generating an XML file. XML attribute names contain no spaces but are otherwise identical to the corresponding data guidance field name.

After you fill out and Save the File, back on the AMIS portal, click the "Import_XML_CDFI_TLR" link.

The user will have to add the specific document by clicking on "Add Files"

When the user clicks on "Add Files", select the document formatted in "Extensible Markup Language (.xml)". If the user selects the wrong document to upload, the user can click on "Cancel Upload"
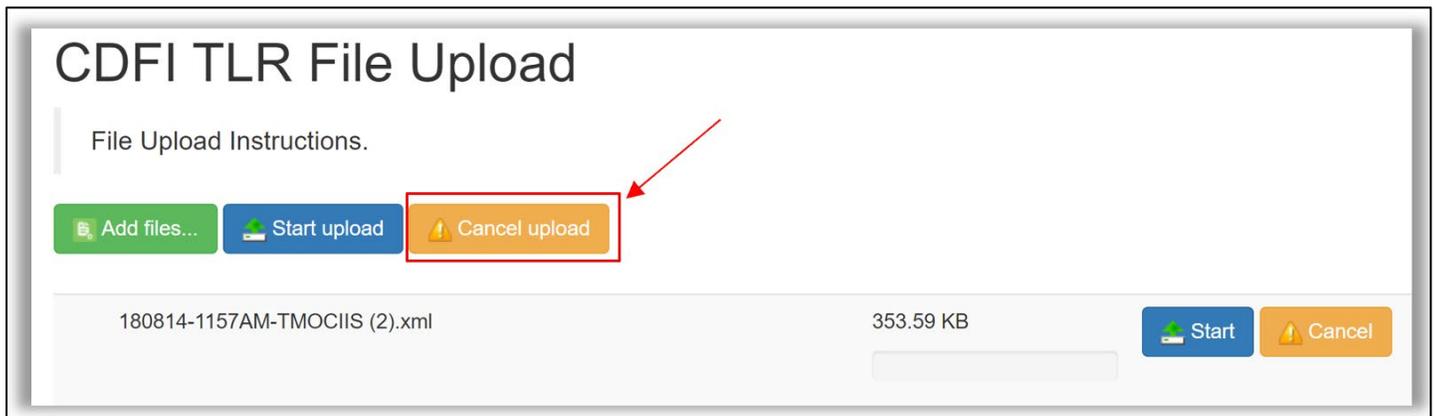
1. Once the correct formatted document is ready, click on "Start Upload"

2. If the document uploaded is incorrect, then the system will automatically generate an error message with the correct template. You can click on "Download Template" and use the template as a reference.

3. The user can also download the correct template on the Import/Export/Certify page by clicking on "CDFI_TLR_XML_Schema.xsd"

4. To re-upload the document, click on "Cancel" which deletes the old document. The user can then select **Add files** and click on **Start upload.** (Follow steps 4-6).

5. Once the document is uploaded into the system, the user should receive error messages if the imported data is incorrect. The number of error messages is shown in the picture below with the number of "rows" the user imported.

6. If the user wants to delete the rows, they have the option to delete the row individually or everything at once. To delete individually click on **Remove Row** and to delete all rows, click on **Clear Rows**

7. Users have the option to update their incorrect data on the site by entering the correct data and then clicking on "Update Field". If the data is still incorrect, the system will not save the row.

8. The user can also update their incorrect data by clicking on "Download Errors".

9. Once all the incorrect data is fixed, the user can download the submission preview.

10. The user should always preview their data before clicking on "Submit" to save/upload the TLR records in the system.
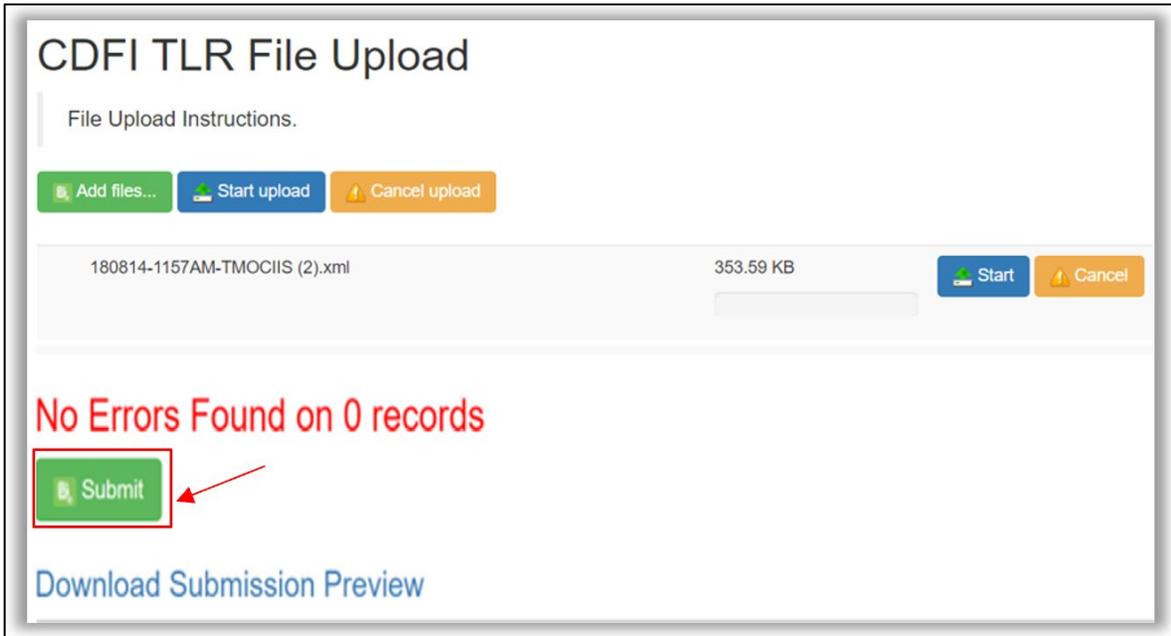
NOTE: If you receive the following error on the Originator Transaction ID field "This identifier already exists. To update, please use a different link" when uploading your TLR file, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help

AMIS Award Profile

The CDFI Fund's Awards Management Information System (AMIS) is an enterprise-wide business system, built on a commercial off-the-shelf product called Salesforce that has been customized to meet the CDFI Fund's specific needs. AMIS will support all CDFI Fund programs through each phase of the programs' life cycle.

The AMIS Portal is available for users to register organizations and users, update organization profiles, submit CDFI certification applications, and initiate service requests, such as General Inquiries (e.g., program questions, IT issues) and Change Requests (e.g., Material Events, amendments).

Please begin by reading the AMIS Quick Start Guide https://amis.cdfifund.gov/s/Training, which provides guidance for first-time users on how to log in, set your password, verify your profile, and begin using AMIS. For additional information, please see the Getting Started – Navigating AMIS training manual and the AMIS FAQs https://amis.cdfifund.gov/s/FAQs .

For AMIS IT support, please submit a General Inquiry service request. Alternatively, you may contact us at AMIS@cdfi.treas.gov or (202) 653-0422.

Understanding the Data Point Boxes

Below is a diagram of how to read and understand the data point boxes listed in the section CDFI Transaction Level Report – Data Point Guidance.

Each data point is color coded.

	Mandatory – A response **must** be provided or the TLR will not be accepted.
	Conditionally Required – This field will become enabled and require an answer based on a response in a previous field.
	Optional – Not required to provide a response.

Example 1:

This section will let you know when a field is mandatory or conditionally required as well as provide a clear explanation on other validations associated with the data point

Location of data point in the excel template

Title of the Data Point

Compliance Check ◄— *Indicates when a data point may be used for compliance purposes*

(Notes-Investments tab: Column A)

- Description of what information should be entered as a response

Validations:
- ○ **Mandatory field**
- ○ Additional validations can be listed

Required format for how the response should be reflected. For example, numeric v. text

Example 2:

This section will let you know when a field is mandatory or conditionally required as well as provide a clear explanation on other validations associated with the data point

Location of data point in the excel template

Title of the Data Point

(Project tab: Column A)

- Description of what information should be entered as a response

Validations:
- o **Conditionally Required if Example Data Point 1 = VALUE**

Please insert a value below:

VALUE1	Description of Value 1
VALUE2	Description of Value 2
VALUE3	Description of Value 3

Some data points have pre-defined values that should be entered when working in excel. Each value that can be entered will be listed in the gray column. Users should report the value that best describes what their Organization is trying to report.

CDFI Transaction Level Report-Data Point Guidance

What should be on your CDFI TLR:

- Only **CDFI/NACA FA** award recipients are required to file a CDFI TLR report.
- **Only one CDFI TLR report is required per fiscal year regardless of the number of FA awards received.**
- Include **ALL NEW** loans and investments originated during the reporting period, **NOT** just loans and investments associated with a FA award
- For entities that pass-through FA awards to their affiliates, only the affiliates are required to report the affiliates' lending activities within the affiliates' AMIS accounts. For example, if a Bank Holding Company receives a FA award and passes it through to its affiliate to utilize the award, only the affiliate is required to report on its own lending activities within its own account in AMIS.
- Reported loans and investments have to be arm's-length transactions.
- Exclude loan purchases
- Exclude any New Markets Tax Credit (NMTC) activity that was funded by Qualified Equity Investments (QEIs)
- Exclude any Capital Magnet Fund (CMF) activity that was funded by CMF awards
- For loan participations, report ONLY your portion of the loan participation.
- **Credit Unions and Banks** will need to report **Consumer Loans** originated during the reporting period in the separate **Consumer Loans/Investments Originated table**.
- Know your **Organization's reporting period** because only loans/investments originated during the reporting period are accepted. Reporting period is not a calendar year. Mostly, it is your Organization's fiscal year but not always. Check and confirm the reporting period before filing a CDFI TLR report.
- Only report the data that are required. If a data point is not required, leave that data field blank. Consult validation rules of each data field in order to determine what is required and what is not required.
- Unless the guidance indicates otherwise, always report the data at the time of loan originations.
- Make sure to use the most up-to-date templates to upload data in AMIS.

When should your CDFI TLR be submitted:

Filing a CDFI TLR report is a complex and time-consuming process. You should work on the data preparation throughout the year and start the submission process **at least one month before the due date**.

What happens after your CDFI TLR is successfully submitted:

After the Transaction Level Report (CDFI-TLR) is submitted to the CDFI Fund, the CDFI Fund will review the report and send any questions to the Recipient if the data reported is deemed not complete and accurate. **If the Recipient fails to respond to such questions within the CDFI Fund's required timeframe, the report will be considered not submitted**.

TLR Submission Year (Column C)

Choose one of the pre-defined values. TLR Submission Year is the year of the report, NOT the year when the report is submitted. For example, if this is your 2020 CDFI TLR report, you should set the TLR Submission Year to "2020" for all records in that report even though the report is submitted in 2021.

Validations:

- **Mandatory Field**

Date Originated (Column D)

Report the date that a legally binding note was signed by the borrower/investee in favor of the lender/investor.

Validations:

- **Mandatory Field**
- **Date Originated cannot be after the Organization's Reporting Period End Date.**
- **Date Originated cannot be after the current date and the Organization's Fiscal Year End Date.**

Response must be mm/dd/yyyy

Original Loan/Investment Amount (Column E)

Report the amount of the loan original investment. The amount should be a non-zero positive whole number. For LOC such as credit cards, report the credit limit amount. If the credit limit amount is unknown, enter "1".

Validations:

- **Mandatory Field**
- **Original Loan/Investment Amount must be greater zero**
- **Original Loan/Investment Amount cannot be greater than $50,000 if Purpose = MICRO**

Response must be numeric

Purpose *(Column F)*

Choose one of the pre-defined values below and identify the primary purpose of the financial note. If there are multiple purposes (for example, a loan funding both the purchase of a fixed asset and a facility improvement), select the purpose with the largest share of the transaction.

Validations:

- **Mandatory Field**
- **Credit Unions and Banks will need to report Consumer Loans originated during the reporting period in the separate Consumer Loans/Investments Originated table.**
- **Credit Unions and Banks continue to report loans other than consumer loans in the TLR.**
- **For Individual investees, select CONSUMER, HOMEPURCH, HOMEIMP, OTHER, or MICRO**
- **For CDFI Investees, select OTHER**
- **For Business Investees, select, RECOCOM, BUSINESS RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, RERHSINGLE, OTHER or MICRO**

   Please select one of the following:

CONSUMER	Consumer: Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans. **Note: Banks and Credit Unions will receive a validation error if they select Consumer as the Purpose and will be directed to fill out the Consumer Loans/Investments Originated table instead.**
BUSINESS	Non-Real Estate Business: Financing to for-profit and nonprofit businesses with more than five employees or in an amount greater than $50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
MICRO	Non- Real Estate Microenterprise: Financing to a for-profit or non-profit enterprise that has five or fewer employees (including the proprietor) with an amount no more than $50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
HOMEPURCH	Home Purchase: Loan is for the purchase of a primary residence.
HOMEIMP	Home Improvement: Loan is for the renovation or other improvement of an owner-occupied home.
RECOCOM	Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial: Financial Note is for predevelopment financing, construction or permanent financing, or acquisition without rehabilitation of office, retail, manufacturing, or community facility space. Include mixed-use real estate that combines both commercial and residential use.
RECOMULTI	Real Estate – Construction–Housing-Multi Family: Financial Notes is for predevelopment financing, or construction of multifamily housing.

RECOSINGLE	Real Estate – Construction–Housing-Single Family: Financial Note is for predevelopment financing, or construction of single family housing.
RERHCOM	Real Estate–Rehabilitation–Commercial: Financing is to rehabilitate office, retail, manufacturing, or community facility space. Financial Note may include acquisition costs. Include mixed-use real estate that combines both commercial and residential uses. Exclude acquisitions without rehabilitation.
RERHMULTI	Real Estate – Rehabilitation – Housing – Multi Family: Financing is to rehabilitate or acquire multifamily housing.
RERHSINGLE	Real Estate – Rehabilitation – Housing – Single Family: Financing is to rehabilitate or acquire single family housing.
OTHER	None of the Above: Financial note purpose does not match any of the purposes defined above. Loans or Investments to other CDFIs should be reported as "Other".

Transaction Type   *(Column G)*

Choose one of the pre-defined values below and report the type of transaction for the financial note. For Loan Guarantee, CDFI recipient is a guarantor of this loan. For Loan Loss Reserve, CDFI recipient is using the FA award to provide loan loss reserve for this loan. For Capital Reserve, CDFI recipient is using the FA award to leverage this loan.

Validations:

- **Mandatory Field**

Please select one of the following:

TERM	Term Loan: A term loan is a loan from the CDFI for a specific amount that has a specified repayment schedule and a fixed or floating interest rate.
EQTYINV	Equity Investment: An equity investment is money that is invested in a company by the CDFI in exchange for the ownership shares of that company.
LOC	Line of Credit: An LOC is an arrangement between the CDFI and a customer that establishes the maximum loan amount the customer can borrow.
DEBTEQTY	Debt with Equity: The loan agreement that stipulates a loan may be converted to an equity upon meeting specified conditions.
LNGUARANTEE	Loan Guarantee: A loan agreement where the CDFI is a guarantor.
LNLSRESERVE	Loan Loss Reserve: CDFI is using the FA award to provide loan loss reserve for this loan
CAPRESERVE	Capital Reserve: CDFI is using the FA award to leverage this loan.
OTHER	None of the Above

Loan Status

(Column H)

Choose one of the pre-defined values below and report the status of the loan or investment **at the reporting period end**.

Validations:

- **Mandatory Field**

Please select one of the following:

ACTIVE	A loan or investment was open, on-the-books at the reporting period end.
CLOSED	A loan or line of credit that was paid in full (not refinanced) or an equity investment that has been exited at the reporting period end.
SOLD	A financial note was off-the-books but not paid in full at the reporting period end. It was done due to a transfer to another entity.
CHARGEDOFF	A financial note was off-the-books but not paid in full at the reporting period end. It was done due to delinquency of borrower.
REFIN	A financial note was off-the-books but not paid in full at the reporting period end. It was done due to changes of loan features such as interest rate or loan term.
RESTRUCT	A financial note was open, on-the-books at the reporting period end. It was done in response to or to prevent a loan default.

Originator Transaction ID

(Column B)

Your Organization should assign a unique identifier to each loan or investment. The identifier can be a combination of both letters and numbers and should start with a letter. It should not contain any special characters such as, but not limited to, commas and exclamation points. **Do not use names, social security numbers or any other personally identifying information in creating Originator Transaction ID.**

Validations:

- **Mandatory Field**
- **Must start with a letter (i.e.   "a1234")**
- **Each Originator Transaction ID must be underline unique for each loan or investment. Duplicate Originator Transaction ID's will cause errors in the file.**
- **Note: If you receive the following error "This Identifier already exists", please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.**

Response must be text - up to 20 characters

Interest Rate
(Column I)

Report the interest rate charged to the borrower at origination. Enter the percentage as a whole number (i.e. if the Interest Rate is 2.5%, enter 2.5). If the interest rate is unknown or not applicable, enter "99".

Validations:

- **If Transaction Type = TERM, LOC or DEBTEQTY, then Interest Rate must be equal or greater than zero**

Response must be in numeric format up to 3 decimal places

Interest Type
(Column J)

Choose one of the pre-defined values below and report the type of interest at origination.

Validations:

- **Conditionally required if Transaction Type = TERM, LOC, or DEBTEQTY**

Please select one of the following:

FIXED	A loan agreement where the interest rate is fixed.
ADJ	A loan agreement where the interest rate is adjustable.

Points
(Column K)

Report the points charged to the borrower at origination. **Exclude origination fees (do not report origination fees here).** Report the points as a percentage of the original loan amount. Report it as a number rather than with the percentage sign (i.e. if the point at origination is 2.5%, enter 2.5). If the Points is unknown or not applicable, enter "99".

Validations:

- **Conditionally required if Transaction Type = TERM or DEBTEQTY**
- **Points must be between 0 and 100.**

Response must be in numeric format up to 3 decimal places

Origination Fees *(Column L)*

Report the total loan origination fees, including processing, credit report, and other fees that borrowers have to either directly or indirectly pay at origination. **Exclude points (do not report points here).** "Origination Fees" should be a positive whole number. However, if there are no fees charged, enter zeros.

Validations:

- **If Transaction Type = TERM, LOC, or DEBTEQTY, then Origination Fees must be equal or greater than zero and less than Original Loan/Investment Amount**

Response must be in numeric format up to 2 decimal places

Amortization Type *(Column M)*

Choose one of the pre-defined values below and report how the financial note is amortized at origination.

Validations:

- **Conditionally required if Transaction Type = TERM, LOC, or DEBTEQTY.**

Please select one of the following:

FULLAMORT	Fully Amortized: Amortization schedule includes both interest and principal payments throughout the life of the loan.
PARTAMORT	Partially Amortized: Amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity.
NONAMORT	Non-Amortizing: Amortization schedule includes interest only payments with a single principal payment at maturity.
OTHER	None of the Above

Equity-Like Features *(Column N)*

Choose one of the pre-defined values below and report the type of equity-like feature. If a loan has more than one equity-like features, choose the one appearing first in the loan agreement.

Validations:

- **Conditionally required if Transaction Type = DEBTEQTY**

Please select one of the following:

CONVDEBT	Convertible Debt: Loan agreement specifies an option to convert all or part of the loan amount to equity
PERFINT	Performance Based Interest Rate: Loan's interest rate adjusts based on the borrower's performance.
ROYALTIES	Royalties: Loan has a royalty participation that gives the investor the right to a percentage of the borrower's sales or profits.
WARRANTS	Warrants: Loan agreement gives the investor the right to purchase the portfolio company's stock at a later date at a pre-negotiated price.
OTHER	None of the Above: Loan Agreement specifies an equity-like feature not described above.

Term (in months) *(Column O)*

Report the term of a loan at origination. Enter the full term, not the remaining term of the financial note. "Term" must be a non-zero positive number and more likely between 1 and 360 months. If the term is in days rather than months, report as a portion of the month. For example, if the term is 15 days, report as 0.5 month. If the Term is unknown or not applicable, enter "999".

Validations:

- **If Transaction Type = TERM, Term must be greater than zero**

Response must be in numeric format

Guarantee by Third Party   *(Column P)*

If any portion of the loan is guaranteed by a third party, choose one of the pre-defined values below and report the source. Exclude performance guarantees.

Validations:

- **Conditionally required if Transaction Type = TERM, LOC, or DEBTEQTY**

Please select one of the following:

SBA	Small Business Administration (SBA): A loan is issued by CDFI to its borrower, but guaranteed by SBA in case the borrower defaults.
USDA	US Department of Agriculture (USDA): A loan is issued by CDFI to its borrower, but guaranteed by USDA in case the borrower defaults.
OTHERGOV	Other Government Source: A loan is issued by CDFI to its borrower, but guaranteed by other government entities (federal, state, tribal, and local) in case the borrower defaults.
PERSONAL	Personal Guarantee: A loan is issued by CDFI to its borrower, but guaranteed by other individuals (none-government, none-business entities) in case the borrower defaults.
NONE	A loan is issued by CDFI to its borrower, but is not guaranteed.
OTHER	None of the Above

Forgivable Loan   *(Column Q)*

Report whether the loan or investment agreement stipulates that some or all of the outstanding balance of the loan or the equity may be converted to a grant upon meeting specified conditions.   Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Transaction Type = TERM, EQTYINV, LOC, or DEBTEQTY**

Yes	The loan or the equity may be converted to a grant.
No	The loan or the equity may not be converted to a grant.
Do Not Know	The information is either unknown to the lender or not applicable.

FA Program Type

Choose one of the pre-defined values below and report the FA Program PG&M objective of the loan/investment. If a loan/investment is used to satisfy Persistent Poverty Counties PG&M objective, then select "PPC-FA". If a loan/investment is used to satisfy Healthy Food Financing Initiative PG&M objective, then select "HFFI-FA". If a loan/investment is used to satisfy People with Disabilities PG&M objective, then select "DF-FA". If a loan/investment is used to satisfy Rapid Response Program PG&M objective, then select "RRP-FA". For other PG&M objectives, select "FA". Only one option is allowed for each transaction.

Validations:

- **Mandatory field**

Please select one of the following:

PPC-FA	Persistent Poverty Counties Financial Assistance: The loan is used to meet Persistent Poverty Counties PG&M objective.
HFFI-FA	Healthy Food Financing Initiative Financial Assistance: The loan is used to meet Healthy Food Financing Initiative PG&M objective.
DF-FA	Disability Funds Financial Assistance: The loan is used to meet People with Disabilities PG&M objective.
RRP-FA	Rapid Response Program Financial Assistance: The loan is used to meet Rapid Response Program PG&M objective.
FA	None of the Above

Client ID

Your Organization can create and report a unique identifier to help distinguish which clients/projects (investees, borrowers, or projects) are associated with which loans or investments. A client/project ID can be associated with one or more loans/investments. The identifier can be a combination of both letters and numbers and should start with a letter. It should not contain any special characters such as, but not limited to, commas and exclamation points. **Do not use names, social security numbers or any other personal identifying information in creating Client ID.**

Validations:

- **Mandatory Field**

Response must be text up to 20 characters

Investee/Borrower Type
(Column T)

Choose one of the pre-defined values below and report whether the transaction is a loan or investment in an individual, a business or a CDFI certified by CDFI Fund. Loans or investments in nonprofit entities or non-certified CDFIs should be reported as "BUS".

Validations:

- **Mandatory Field**
- **If Investee Type = IND then Purpose cannot be BUSINESS, RECOCOM, RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, or RERHSINGLE**
- **If Investee Type = CDFI then Purpose must be OTHER**
- **If Investee Type = BUS then Purpose cannot be CONSUMER, HOMEPURCH, or HOMEIMP**

Please select one of the following:

IND	Individual: A loan is issued by CDFI to a borrower, who is an individual.
BUS	Business: A loan is issued by CDFI to a borrower, who is a business entity.
CDFI	CDFI: A loan is issued by CDFI to a borrower, who is a CDFI certified by CDFI Fund.

NAICS
(Column U)

Report the 6-digit North American Industry Classification (NAICS) Code that reflects investee/borrower's nature of business/activity. Currently, NAICS Version 2017 is used. To determine the NAICS code for the business financed, go to http://www.census.gov/eos/www/naics/ and use the keyword search. If the NAICS is unknown or not applicable, enter "999999".

Validations:

- **Conditionally required if Investee Type = BUS**
- **NAICS must be a valid six-digit code**

Response must be numeric

Date Business Established
(Column V)

Report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred. If the date is unknown or not applicable, enter the origination date of loan ("Date Originated").

Validations:

- **Conditionally required if Investee Type = BUS**
- **Date Business Established cannot be after Date Originated**
- **Date Business Established must be prior to current date**

Response must in the format of mm/dd/yyyy

Entity Structure (Column W)

Choose one of the pre-defined values below and report the investee's/borrower's business or government structure.

Validations:
• **Conditionally required if Investee Type = BUS**

Please select one of the following:

NONPROFIT	Non-Profit or Not-for-Profit: Based on the IRS categorization for tax purposes
FORPROFIT	For-Profit: Based on the IRS categorization for tax purposes
TRIBAL	Tribal or Village Government: Entity is a tribal or village government, whether or not it has been federally recognized
OTHER	None of the Above: All other structures that do not fit the descriptions above, such as a government or quasi-government entity (i.e. a water authority)

Minority Owned or Controlled (Column X)

Report whether the investee/borrower is more than 50% owned or controlled by one or more minorities. If the business is a for-profit entity, report whether more than 50% of the owners are minorities. If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are minorities. Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:
• **Conditionally required if Investee Type = BUS**

Please select one of the following:

Yes	The business is owned or controlled by minorities.
No	The business is not owned or controlled by minorities.
Do Not Know	The information is either unknown to the lender or not applicable.

Women Owned or Controlled   *(Column Y)*

Report whether the investee/borrower is more than 50% owned or controlled by one or more women. If the business is a for-profit entity, report whether more than 50% of the owners are women. If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are women.   Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = BUS**

Please select one of the following:

Yes	The business is owned or controlled by women.
No	The business is not owned or controlled by women.
Do Not Know	The information is either unknown to the lender or not applicable.

Low-Income Owned or Controlled   *(Column Z)*

Report whether the investee/borrower is more than 50% owned or controlled by one or more low-income persons. If the business is a for-profit entity, report whether more than 50% of the owners are low-income persons.   If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are low-income persons. "Low-Income" is defined as having family income is equal or less than 80 percent of the Area Median Family Income.   Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = BUS**

Please select one of the following:

Yes	The business is owned or controlled by low-income persons.
No	The business is not owned or controlled by low-income persons.
Do Not Know	The information is either unknown to the lender or not applicable.

Credit Score Category   *(Column AA)*

Choose one of the pre-defined values below and report the most recently collected credit score of the investee/borrower. Enter "Do Not Know" if the information is unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = IND**
  Please select one of the following:

Excellent Credit	For investee or borrower having credit score between 800 and 850

Very Good Credit	For investee or borrower having credit score between 740 and 799
Good Credit	For investee or borrower having credit score between 670 and 739
Fair Credit	For investee or borrower having credit score between 580 and 669
Poor Credit	For investee or borrower having credit score between 300 and 579
No or Thin Credit	For investee or borrower having thin or no credit profile such as recent immigrants
Do Not Know	The information is either unknown to the lender or not applicable

Gender *(Column AB)*

Choose one of the pre-defined values below and report the gender of the investee or borrower. Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = IND**

Please select one of the following:

MALE	Male
FEMALE	Female
OTHER	None of the Above
Do Not Know	The information is either unknown to the lender or not applicable

Race *(Column AC)*

Choose one of the pre-defined values below and report the race of the investee or borrower. If the investee or borrower is of mixed race, select "OTHER". Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = IND**

Please select one of the following:

AMIND	American Indian
ALASKAN	Alaskan Native
ASIAN	Asian
BLACK	Black or African American
HAWAIIAN	Native Hawaiian
PACIFIC	Other Pacific Islander

WHITE	White
OTHER	None of the Above
Do Not Know	The information is either unknown to the lender or not applicable

Hispanic Origin *(Column AD)*

Choose one of the pre-defined values below and report whether the investee or borrower is Hispanic or Latino.   Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = IND**

Please select one of the following:

Yes	The borrower is either Hispanic or Latino
No	The borrower is neither Hispanic nor Latino
Do Not Know	The information is either unknown to the lender or not applicable

Female-Headed Household *(Column AE)*

Choose one of the pre-defined values below and report whether the investee or borrower is a **single or separated woman** who will be the primary support for a household that includes at least one dependent or other qualifying individual as allowed by IRS regulation. Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = IND**

Please select one of the following:

Yes	The borrower is a single female-headed household
No	The borrower is not a single female-headed household
Do Not Know	The information is either unknown to the lender or not applicable

First-Time Home Buyer (Column AF)

Choose one of the pre-defined values below and report whether the homebuyer is a first-time homebuyer (i.e. The homebuyer has not owned a home during the three-year period preceding the CDFI-assisted purchase of a principal residence). If more than one investee or borrower, respond for the primary investee or borrower. If there is more than one primary investee or borrower, report whether at least one investee or borrower qualifies as a first-time homebuyer. Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Purpose = HOMEPURCH**

Please select one of the following:

Yes	The borrower is a first-time homebuyer
No	The borrower is not a first-time homebuyer
Do Not Know	The information is either unknown to the lender or not applicable

Banked at Time of Intake *(Column AG)*

Choose one of the pre-defined values below and report banking account status of the investee or borrower at the time of intake. Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type = IND**

Please select one of the following:

Banked	The borrower has a checking or savings account
Underbanked	The borrower has a checking or savings account and used at least one product or service from an alternative financial services (AFS) provider in the past 12 months
Unbanked	The borrower has neither a checking nor savings account
Do Not Know	The information is either unknown to the lender or not applicable

Annual Gross Revenue from Business Operations at Time of Loan/Investment Origination *(Column AH)*
Annual Gross Revenue from Business Oper.

Report the investee's or borrower's annual gross revenue during the most recent 12-month period prior to Loan or investment origination for which the information is available. This is the total gross revenue before tax, depreciation, trading loss, and other expenses. Therefore, the amount should be a positive number. However, if there is no revenue or not applicable, especially for new businesses, enter zero.

Validations:

- **If Investee Type = BUS, then the number entered must be equal or greater than zero**

Response must be numeric

Low-Income Status *(Column AI)*
Compliance Check

Choose one of the pre-defined values below and report the income status of the investee or borrower. Area Median Family Income (AMFI) for an investee or borrower depends on the metropolitan/nonmetropolitan designation of the county where the investee or borrower resides. If the investee or borrower lives in a metropolitan county, then use the greater of either the metropolitan or national metropolitan AMFI. If the investee or borrower lives in a nonmetropolitan county, then use the greater of either the statewide or national non-metropolitan AMFI. Enter "Do Not Know" if the information is either unknown or not applicable.

Validations:

- **Conditionally Required if Investee Type = IND**

Please select one of the following:

Extremely Low-Income	Select this option if investee/borrower's family income is less than 30 percent of the Area Median Family Income.
Very Low-Income	Select this option if investee/borrower's family income is equal or greater than 30 percent and less than 50 percent of the Area Median Family Income.
Low-Income	Select this option if investee/borrower's family income is equal or greater than 50 percent and equal or less than 80 percent of the Area Median Family Income.
Middle-Income	Select this option if investee/borrower's family income is greater than 80 percent and less than 120 percent of the Area Median Family Income.
Upper-Income	Select this option if investee/borrower's family income is equal or greater than 120 percent of the Area Median Family Income.
Do Not Know	The information is either unknown to the lender or not applicable

Other Targeted Populations *(Column AJ)*

Choose one of the pre-defined values below and report whether the transaction serves another Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement.

Validations:

- **Mandatory Field**

Please select one of the following:

American Indian	American Indian
Native Alaskan	Native Alaskan
African American/Black	African American or Black
Native Hawaiian	Native Hawaiian
Native Pacific Islander	Native Pacific Islander
People with Disability	People with Disability
Hispanic Origin	Hispanic or Latino
Other Approved OTP	Other Approved OTP
NA	Not Applicable

Description of Other Approved OTP *(Column AK)*
Desc. Of Other Approved OTP

If "Other Approved OTP" was selected above, report the description of that targeted population.

Validations:

- **Conditionally required if Other Targeted Populations = Other Approved OTP**

Response must be text

End Users:

Loans to businesses: End users are third party entities. For example, CDFI X (first party) makes a loan to Business Y (second party), then Business Y (second party) hires Entities Z (third party). If the majority of the Entities Z (the third party) are low- income as defined in the Low-Income Status section, then select "YES" for LITP End Users. If the majority of the Entities Z (the third party) belong to an "other target populations", then select "YES" for OTP End Users. If the majority of the Entities Z (the third party) live in investment areas as defined by the CDFI Fund, then select "YES" for IA End Users.

Loans for Facilities and Multi-family Housing: Reporting End Users for OTP, LITP or IA designated loans to fund facilities or multi-family housing or apartments should reflect the majority of the demographic or socioeconomic characteristics of the target population.

LITP End Users   *(Column AL)*

Compliance Check

Choose one of the pre-defined values below and report whether the transaction serves Low-Income Targeted Population (LITP) End Users as defined in the CDFI's Certification or Assistance Agreement. "Low-Income" is defined as having family income is equal or less than 80 percent of the Area Median Family Income.

Validations:

- **Mandatory Field**

Please select one of the following:

YES	The transaction serves Low-Income Targeted Population (LITP) End Users
NO	The transaction does not serve Low-Income Targeted Population (LITP) End Users
NA	Not Applicable

OTP End Users   *(Column AM)*

Choose one of the pre-defined values below and report whether the transaction serves Other Targeted Population (OTP) End Users as defined in the CDFI's Certification or Assistance Agreement.

Validations:

- **Mandatory Field**

Please select one of the following:

American Indian	American Indian
Native Alaskan	Native Alaskan
African American/Black	African American or Black
Native Hawaiian	Native Hawaiian
Native Pacific Islander	Native Pacific Islander

People with Disability	People with Disability
Hispanic Origin	Hispanic or Latino
Other Approved OTP	Other Approved OTP
NA	Not Applicable

Description of Other Approved OTP-End Users *(Column AN)*
Desc. Of Other Approved OTP-End Users

If "Other Approved OTP" was selected above, report the description of that targeted population.

Validations:

- **Conditionally required if OTP End Users = Other Approved OTP**

Response must be text

IA End Users *(Column AO)*
Compliance Check

Choose one of the pre-defined values below and report whether the transaction serves Investment Area (IA) End Users. Consult the "CDFI Program 2011-2015 ACS Eligible Investment Areas" table for identifying eligible investment areas (IA) Census tracts -- https://www.cdfifund.gov/research-data/Pages/default.aspx.

Validations:

- **Mandatory Field**

Please select one of the following:

YES	The transaction serves Investment Area (IA) End Users
NO	The transaction does not serve Investment Area (IA) End Users
NA	Not Applicable

Total Project Cost *(Column AP)*

Report the total cost of the project being funded by the reported loans or investments. The amount should be non-zero positive whole number. If the information is either unknown to the lender or not applicable, enter the Original Loan/Investment Amount.

Validations:

- **If Investee Type = BUS, then the number entered must be equal or greater than the Original Loan/Investment Amount**

Response must be numeric

How to report impact data: (number of jobs, people served by community facilities, square footage of commercial real estate projects, housing units, and others)

- Report a Gross number of units, not Pro-rated one. For example, if a construction project, where your financing only makes up 20 percent of the total, creates 100 housing units, report 100, not 20.
- If impact data of a project is reported, always and also report its client/project ID and the total project cost.
- If multiple loans finance the same project, make sure impact data, client/project ID, and the total cost of that project are the same for those loans involved. For example, if Loan A ($100,000) and Loan B ($300,000) finance the same Project Z, which costs $1million to build and that project creates 100 housing units, report as shown below:

Originator Transaction ID	Original Loan/Investment Amount	Client ID	Total Project Cost	Housing Units
Loan A	$100,000	Project Z	$1,000,000	100
Loan B	$300,000	Project Z	$1,000,000	100

How to convert jobs to permanent full-time equivalent (FTE):

Full-Time Equivalent Jobs – One FTE is a 35-hour or more work week
Part-Time Employees – When calculating FTE's, part-time employees should be combined (i.e. 2 part-time employees that each works 17.5 hours equals one FTE)

Permanent Jobs – Employers expect to hire employees for at least one year
Temporary Jobs – When calculating permanent jobs, temporary jobs should be combined (i.e. 2 temporary employees that each has a contract to works for 6 months equals one permanent job.

Direct Jobs – CDFI A provides a loan to Business B. Due to this financing, Business B is able to hire Individual X. Individual X is an example of a direct job.
Indirect Jobs - CDFI A provides a loan to Business B. Due to this financing, Business B is able to buy more supplies from Business C. Due to a need for more supplies, Business C hires Individual Y to produce more supplies. Individual Y is an example of an indirect job.

Jobs Created – CDFI A provides a loan to Business B. Due to this financing, Business B is able to hire Individual X. Individual X is an example of a job created.
Jobs Retained – Business B plans to lay off Individual Y. However, due to a new loan from CDFI A, Business B cancels that laying-off plan. Individual Y is an example of a job retained.

Report a **Gross** number of jobs, not **Pro-rated** one. For example, if a construction project, where your financing only makes up 20 percent of the total, creates 10 jobs. Report 10, not 2.

Type of Jobs Reported *(Column AQ)*

Choose one of the pre-defined values below and indicate whether the types of jobs being reported are direct or direct and indirect.

Validations:

- **Conditionally required if Purpose = BUSINESS, MICRO, RECOCOM, RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, or RERHSINGLE**

Please select one of the following:

DIRECT	Direct jobs
DWINDIRECT	Direct jobs and Indirect jobs
Do Not Know	The information is either unknown to the lender or not applicable

Projected Permanent Jobs to be Created at Business Financed
Proj. Perm. Jobs to be Created/Financed *(Column AR)*

Report the number of **permanent full-time equivalent (FTE)** jobs, both created and retained, projected to be created in the business due to this financing. The job number should be a non-zero positive number. However, if there are no jobs created or not applicable, enter zeros. **Exclude construction jobs**. Include direct and indirect jobs. If "DIRECT" was selected above, then only report direct jobs. If "DWINDIRECT" was selected above, then report both direct and indirect jobs. Convert both temporary and/or part-time jobs into permanent and/or full-time jobs before reporting.

Validations:

- **If Purpose = BUSINESS or MICRO, then the number entered must be equal or greater than zero**

Response must be numeric

Projected Jobs to be Created-Construction *(Column AS)*
Projected Jobs to be Created-Constr.

Report the number of **permanent full-time equivalent (FTE)** construction jobs, both created and retained, projected to be created due to this financing. The job number should be a non-zero positive number. However, if there are no jobs created or not applicable, enter zeros. Include direct and indirect jobs. If "DIRECT" was selected above, then only report direct jobs. If "DWINDIRECT" was selected above, then report both direct and indirect jobs. Convert both temporary and/or part-time jobs into permanent and/or full-time jobs before reporting.

Validations:

- **If Purpose = RECOCOM, RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, or RERHSINGLE, then the number entered must be equal or greater than zero**

Response must be numeric

Projected Permanent Jobs to be Created at Tenant Businesses
Proj. Perm. Jobs Created Tenant Bus. *(Column AT)*

Report the number of **permanent full-time equivalent (FTE)** jobs, both created and retained, projected to be created in businesses located at the property financed. The job number should be a non-zero positive number. However, if there are no jobs created or not applicable, enter zeros. **Exclude construction jobs**. Include direct and indirect jobs. If "DIRECT" was selected above, then only report direct jobs. If "DWINDIRECT" was selected above, then report both direct and indirect jobs. Convert both temporary and/or part-time jobs into permanent and/or full-time jobs before reporting.

Validations:

- **If Purpose = RECOCOM, RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, or RERHSINGLE, then the number entered must be equal or greater than zero**

Response must be numeric

Source of Job Estimates *(Column AU)*

Choose one of the pre-defined values below and report the source of the job estimates reported.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS, MICRO, RECOCOM, RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, or RERHSINGLE**

Please select one of the following:

NEWFINANCING	Estimates based on actual or projected payroll data
WAGEDATA	Estimates based on state or local wage data and projected wage and salary expenditures attributable to project financing
ECONOMICIMPACT	Estimates based on economic impact modeling systems such as IMPLAN, RIMSII, or REMI
RULEOFTHUMB	Estimates based on developers "rules of thumb" about jobs created by type of business and square-footage built.
OTHER	None of the Above – Please provide further explanation in Source of Job Estimates – Other

Source of Job Estimates – Other *(Column AV)*

If "OTHER" was selected above, provide further explanation for what the source of job estimates is.

Validations:

- **Conditionally required if [Source of Job Estimates](#) = OTHER**

Response must be text

Community Facility *(Column AW)*

Choose one of the pre-defined values below and report whether the project financed is a community facility.

Validations:

- **Mandatory Field**

Please select one of the following:

Yes	The project financed by the transaction is a community facility
No	The project financed by the transaction is not a community facility
Do Not Know	The information is either unknown to the lender or not applicable

Capacity of Educational Community Facility *(Column AX)*
Capacity of Educational Community Fac.

If the project financed includes an educational facility, report the projected number of students served per year. The estimate should be a non-zero positive whole number. However, if the number is either unknown or not applicable, enter zero.

Validations:

- **If Community Facility = Yes, then the number entered must be equal or greater than zero**

Response must be numeric

Capacity of Childcare Community Facility *(Column AY)*
Capacity of Childcare Community Fac.

If the project financed includes a childcare facility, report the projected number of children served per year. The estimate should be a non-zero positive whole number. However, if the number is either unknown or not applicable, enter zero.

Validations:

- **If Community Facility = Yes, then the number entered must be equal or greater than zero**

Response must be numeric

Capacity of Healthcare Community Facility *(Column AZ)*
Capacity of Healthcare Community Fac.

If the project financed includes a healthcare facility, report the projected number of either patients served per year or visits per year. The estimate should be a non-zero positive whole number. However, if the number is either unknown or not applicable, enter zero.

Validations:

- **If Community Facility = Yes, then the number entered must be equal or greater than zero**

Response must be numeric

Capacity of Arts Center Community Facility   *(Column BA)*
Capacity of Arts Center Community Fac.

If the project financed includes an arts center, report the projected number of either people served per year or visits per year. The estimate should be a non-zero positive whole number. However, if the number is either unknown or not applicable, enter zero.

Validations:

- **If Community Facility = Yes, then the number entered must be equal or greater than zero**

Response must be numeric

Capacity of Other Community Facility   *(Column BB)*
Capacity of Other Community Fac.

If the project financed is a community facility that serves a purpose other than education, childcare, healthcare, or arts, report the projected number of either people served per year or visits per year. The estimate should be a non-zero positive whole number. However, if the number is either unknown or not applicable, enter zero.

Validations:

- **If Community Facility = Yes, then the number entered must be equal or greater than zero**

Response must be numeric

Square Feet of Real Estate – Total   *(Column BC)*
Sq FT of Real Estate – Total

Report the total number of gross square feet that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage or not applicable, enter zero.

Validations:

- **If Purpose = RECOCOM or RERHCOM, then the number entered must be equal or greater than the sum of (Square Feet of Real Estate - Manufacturing + Square Feet of Real Estate - Office + Square Feet of Real Estate – Retail)**

Response must be numeric

Square Feet of Real Estate – Manufacturing *(Column BD)*
Sq Ft of Real Estate – Manufacturing

Report the total number of gross square feet of manufacturing space that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage or not applicable, enter zero.

Validations:

- **If Purpose = RECOCOM or RERHCOM, then the number entered must be equal or greater than zero**

Response must be numeric

Square Feet of Real Estate – Office *(Column BE)*
Sq Ft of Real Estate – Office

Report the total number of gross square feet of office space that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage or not applicable, enter zero.

Validations:

- **If Purpose = RECOCOM or RERHCOM, then the number entered must be equal or greater than zero**

Response must be numeric

Square Feet of Real Estate – Retail *(Column BF)*
Sq Ft of Real Estate – Retail

Report the total number of gross square feet of retail space that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage or not applicable, enter zero.

Validations:

- **If Purpose = RECOCOM or RERHCOM, then the number entered must be equal or greater than zero**

Response must be numeric

Housing Units – Sale   *(Column BG)*

Report the total number of for-sale housing units that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there are no units or not applicable, enter zero.

Validations:

- **If Purpose = RECOMULTI, RECOSINGLE, RERHMULTI, or RERHSINGLE, then the number entered must be equal or greater than zero**

Response must be numeric

Housing Units – Rental   *(Column BH)*

Report the total number of rental housing units that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there are no units or not applicable, enter zero.

Validations:

- **If Purpose = RECOMULTI, RECOSINGLE, RERHMULTI, or RERHSINGLE, then the number entered must be equal or greater than zero**

Response must be numeric

Affordable Housing Units – Sale   *(Column BI)*

Of the total Housing Units - Sale reported above, report the number that are projected to be affordable housing units. The estimate should be a positive whole number. However, if there are no units or not applicable, enter zero.

Validations:

- **If Purpose = RECOMULTI, RECOSINGLE, RERHMULTI, or RERHSINGLE, then the number entered must be equal or greater than zero and equal or less than Housing Units - Sale**

Response must be numeric

Affordable Housing Units – Rental   *(Column BJ)*

Of the total Housing Units – Rental reported above, report the number that are projected to be affordable housing units. The estimate should be a positive whole number. However, if there are no units or not applicable, enter zero.

Validations:

- **If Purpose = RECOMULTI, RECOSINGLE, RERHMULTI, or RERHSINGLE, then the number entered must be equal or greater than zero and equal or less than Housing Units - Rental**

Other Impact (1)-Explain   *(Column BK)*

If the Organization measures a community development impact(s) that is not covered above, Users may report this as an "Other Impact". Include only quantitative impacts that the CDFI has measured during the reporting period.

Validations:

- Cannot exceed 150 characters

Response must be text

Other Impact (1)-Number of Units   *(Column BL)*

Report the number of units accomplished for this impact during the reporting period.

Validations:

- **If Other Impact (1) – Explain = explanation reported, then the number entered must be equal or greater than zero**

Response must be numeric

Other Impact (2)-Explain   *(Column BM)*

If the Organization measures a community development impact(s) that is not covered above, Users may report this as an "Other Impact". Include only quantitative impacts that the CDFI has measured during the reporting period.

Validations:

- Cannot exceed 150 characters

Response must be text

Other Impact (2)-Number of Units   *(Column BN)*

Report the number of units accomplished for this impact during the reporting period.

Validations:

- **If Other Impact (2) – Explain = explanation reported, then the number entered must be equal or greater than zero**

Response must be numeric

Additional HFFI Guidance:

Please note that HFFI-FA awardees are responsible for splitting up and reporting separately HFFI Activity transactions that include non-HFFI Activity purposes, have multiple HFFI Activity types (both retail and non-retail HFFI activities) or have multiple locations. Awardees may use either the total dollar amount targeted toward each financing purpose (or location) or total square footage of each activity (or location) financed to prorate the transaction.

Example 1: A $1M loan for the development of a mixed-use facility comprising 4,000 square feet of HFFI retail space, 3,000 square feet of residential units and 3,000 square feet for a healthy food production facility should be reported as 3 separate transactions. Each transaction must have a unique Originator Transaction ID. The following examples show select fields from the CIIS TLR and use the square footage prorating method.

Originator Transaction ID	Original Loan/Investment Amount	Healthy Food Financing Initiative Financial Assistance (HFFI-FA) Awardee	HFFI-FA Activity
Loan_0001-A	400,000.00	YES	RETAIL
Loan_0001-B	300,000.00	NO	
Loan_0001-C	300,000.00	YES	NONRETAIL

Example 2: A $2M loan for capital improvements for the purpose of expanding healthy food offerings at 2 grocery stores in 2 different locations should be reported as 2 separate transactions. Each transaction must have a unique Originator Transaction ID.

Originator Transaction ID	Original Loan/Investment Amount	HFFI-FA Activity	Project Street Address Line 1	Project City	Project State
L_100-A	1,000,000.00	RETAIL	456 Main Street	Washington	DC
L_100-B	1,000,000.00	RETAIL	654 Upper Lane	Chesapeake Beach	MD

Year of HFFI Award *(Column BO)*

Report the fiscal year of the HFFI-FA award being used to finance this transaction. The fiscal year of the HFFI-FA award can be found in the CDFI Program Assistance Agreement under Date of Notice of Award (Performance Period Start Date). In the event an awardee has several HFFI awards, the awardee must link each HFFI transaction to the HFFI-FA award used to fund the transaction in a manner that will allow the awardee to meet the minimum deployment goals set forth for each award in the CDFI Program Assistance Agreement.

Validations:

- **Conditionally required if FA Program Type= HFFI-FA**

Response must be numeric (4 places)

HFFI-FA Activity *(Column BP)*

Report whether the type of HFFI-FA Activity is Retail or Nonretail. The CDFI Program Assistance Agreement defines eligible HFFI activities as follows: Eligible HFFI Activities require that the majority of the HFFI-supported loan or investment must be devoted to offering a range of Healthy Food choices, which may include, among other activities, investments supporting an existing retail store or wholesale operation upgrading to offer an expanded range of Healthy Food choices, or supporting a non-profit organization that expands the availability of Healthy Foods in underserved areas. Healthy Foods include unprepared, nutrient-dense foods and beverages as set forth in the USDA/HHS Dietary Guidelines for Americans 2015-2020, including whole fruits and vegetables, whole grains, fat free or low-fat dairy foods, lean meats and poultry (fresh, refrigerated, frozen or canned). Healthy Foods should have low or no added sugars, and be low- sodium, reduced sodium, or no-salt-added. (See USDA Dietary Guidelines: https://health.gov/dietaryguidelines/2015/guidelines/).

Validations:

- **Conditionally required if FA Program Type= HFFI-FA**
- Please review the terms of your Assistance Agreement for further instruction.

Please select one of the following:

RETAIL	Commercial sellers of healthy foods including, but not limited to, a grocery store, mobile food retailer, farmers market, cooperative, corner store, bodega or a store that sells other food and non-food items along with a full range of healthy foods. A healthy food retail outlet might also be an existing retail store that upgrades to offer a full range of healthy food choices, or a nonprofit organization that expands the availability of healthy foods, particularly fresh fruits and vegetables, in underserved areas. Exclude restaurants and other prepared food sellers.
NONRETAIL	Any activity financed by the Awardee that supports the production, distribution, sale or consumption of healthy foods that does not fit the description of a retail project above. Include restaurants and other prepared food sellers.

Healthy Food Outlet Activity *(Column BQ)*

Report the specific type of Healthy Food Activity.

Validations:

- **Conditionally required if FA Program Type= HFFI-FA**

Please select one of the following:

GROCERYSTORE	Grocery Store – can only be chosen when HFFI-FA Activity = RETAIL
MOBILEFOODMKT	Mobile Food Market – can only be chosen when HFFI-FA Activity = RETAIL
FARMERSMKT	Farmers Market – can only be chosen when HFFI-FA Activity = RETAIL
COOPERATIVE	Cooperative – can only be chosen when HFFI-FA Activity = RETAIL
CORNERSTORE	Corner Store – can only be chosen when HFFI-FA Activity = RETAIL
BODEGA	Bodega – can only be chosen when HFFI-FA Activity = RETAIL
PRODUCTION	Production – can only be chosen when HFFI-FA Activity = NONRETAIL
DISTRIBUTION	Distribution – can only be chosen when HFFI-FA Activity = NONRETAIL
SALE	Sale – can only be chosen when HFFI-FA Activity = NONRETAIL
CONSUMPTION	Consumption – can only be chosen when HFFI-FA Activity = NONRETAIL
OTHER	Other – can only be chosen when HFFI-FA Activity = RETAIL
NA	Not Applicable

Healthy Food Outlet Activity-Other *(Column BR)*

If you selected 'OTHER' in the previous question, provide a description of the specific type of healthy food activity financed.

Validations:

- **Conditionally required if Health Food Outlet Activity = OTHER**

Response must be text

Food Desert Identifier Source *(Column BS)*

Report the source of the methodology used to identify the Food Desert where the HFFI-FA Activity is taking place. The CDFI Program Assistance Agreement defines Food Deserts as distressed geographic areas where either a substantial number or percentage of residents has low access to a supermarket or large grocery store.

Validations:

- **Conditionally required if FA Program Type= HFFI-FA**

Please select one of the following:

ERS	USDA Economic Research Service (ERS): ERS website
TRF	TRF
OTHER	Other

Food Desert Identifier Source-Other *(Column BT)*

If you selected ER' in the previous question, provide a description of the Food Desert Identifier Source that shows the project location has been identified as a place having low access to a supermarket or grocery store through a methodology that has been adopted for use by another☐ governmental or philanthropic healthy food initiative. The full Food Desert definition is detailed in the CDFI Program☐ Assistance Agreement.

Validations:

- **Conditionally required if Food Desert Identifier Source = OTHER**

Response must be text

Healthy Foods Project Description *(Column BU)*

Provide a detailed description of the HFFI Activity and include as much detail as is necessary to show that it☐ complies with the HFFI Deployment Goal restrictions in the CDFI Program Assistance Agreement. The CDFI Fund☐ reserves the right to request additional supporting documentation.

Validations:

- **Conditionally required if FA Program Type= HFFI-FA**

Response must be text

Total Number of New Retail Healthy Food Outlets

Total Number of New Retail Healthy Food   *(Column BV)*

Report the total number of distinct **_new_** retail Healthy Food outlets. Exclude Retail Healthy Food Outlets that existed prior to receiving HFFI-FA financing.

Validations:
• **Conditionally required if [FA Program Type]= HFFI-FA and 'HFFI-FA Activity = Retail'**
Response must be numeric

Total Number of New Non-Retail Healthy Food Lending Activities

New Non-Retail Healthy Food Lending Actv   *(Column BW)*

Report the total number of distinct **_new_** Non-Retail Healthy Food Activities which may include production, distribution or other eligible non-retail healthy food lending activities. Exclude Non-Retail Healthy Food Activities that existed prior to receiving HFFI-FA financing.

Validations:
• **Conditionally required if [FA Program Type]= HFFI-FA and 'HFFI-FA Activity = Non-Retail'**
Response must be numeric

Square Footage of New Retail Healthy Food Outlets   *(Column BX)*
Square Footage of New Healthy Food Outlets

Report the total square footage of **_new_** Healthy Food Retail Outlets. Exclude square footage of Retail Healthy Food Outlets that existed prior to receiving HFFI-FA financing.

Validations:
• **Conditionally required if [FA Program Type]= HFFI-FA and 'HFFI-FA Activity = Retail'**
Response must be numeric

Square Footage of New Non-Retail Healthy Food Outlets *(Column BY)*
Square Ft of Non-Retail Food Outlets

Report the square footage of ***new*** non-retail Healthy Food Retail Outlets. Exclude square footage of Non-Retail Healthy Food Activities that existed prior to receiving HFFI-FA financing.

Validations:

- **Conditionally required if FA Program Type= HFFI-FA and 'HFFI-FA Activity = Non-Retail'**

Response must be numeric

Target Market *(Column BZ)*

Report the method used to determine that the project location is within the Target Market of the HFFI-FA Awardee.

Validations:

- **Conditionally required if FA Program Type= HFFI-FA**

Please select one of the following:

INVESTMENT AREAS	The project is located in an Investment Area.
TARGETED POP	The project is located in a census tract where at least 50% of the population is comprised of members of the Targeted Population.
NA	Not Applicable

CDFI TLR Address

Manual Entry

To add a CDFI TLR Address, simply navigate to the CDFI TLR and select "New Address" from the dropdown. If another address needs to be recorded in the case of multiple address transactions, just repeat this step. CDFI TLR Project report and CDFI TLR Address report go together. In other words, if you include a loan in the CDFI TLR Project report, then you need to include its address(es) in the CDFI TLR Address report.

The below pop-up page will appear to enter information for the CDFI TLR Address:

*Note: If **Investee Type** = IND only provide the FIPS Code. Physical address and X-Y Coordinate will not be accepted. For U.S. territories, if **Investee Type** = BUS or CDFI, do not enter the physical address. Only enter both the territory two-letter codes—Puerto Rico (PR), American Samoa (AS), Guam (GU), Northern Mariana Islands (MP), or the United States Virgin Island (VI) in the **Project State** data box or column and X-Y coordinates. For others, enter either the physical address or X-Y coordinates.*

The following data points will be collected in the UI, XML, and CSV:

## *Project Street Address Line*	*(Column C)*

Report the location of the business or other real estate project for which the loan or investment is being used. Only enter the address number and street name, nothing else. For example, "357 Bluff Rd". **P.O. Box addresses are not accepted**. Unit/Suite # can only be entered on "Project Street Address Line 2" below.

Validations:

- Conditionally required if **Investee Type** = *BUS* or *CDFI*; and **Project State** = one of the 50 US States; and X-Y Coordinates are blank.
- If Project State is a US territory—Puerto Rico (PR), American Samoa (AS), Guam (GU), Northern Mariana Islands (MP), or the United States Virgin Island (VI)—do not enter the Project Street Address.
- **If Investee Type = IND, do not enter** the Project Street Address.

Response must be text

## *Project Street Address Line 2*	*(Column D)*

Report the second line of the project's street address such as Unit/Suite #, if necessary.

Validations:

- **Optional Field**

Response must be text

## *Project City*	*(Column E)*

Report the project's city.

Validations:

- **Conditionally required if Investee Type = *BUS* or *CDFI*; and Project State = one of the 50 US States; and X-Y Coordinates are blank.**
- **If Project State is a US territory—Puerto Rico (PR), American Samoa (AS), Guam (GU), Northern Mariana Islands (MP), or the United States Virgin Island (VI)—do not enter the Project City.**
- **If Investee Type = IND, do not enter the Project City.**

Response must be text

Project State   *(Column F)*

Compliance Check

Report the two-letter state abbreviation.

Validations:

- **Conditionally required if [Investee Type](#) = BUS or CDFI and one of the two sub-conditions below exist:**
    - **Project location is in a US State and the X-Y Coordinates are blank; Or**
    - **Project location is in a US Territory and the X-Y Coordinates are populated**
- **Project State must be a valid two-letter state abbreviation (i.e. CA, VA, or CO); or the two-letter abbreviation for one of these five US territories—Puerto Rico (PR), American Samoa (AS), Guam (GU), Northern Mariana Islands (MP), or the United States Virgin Island (VI).**
- **If [Investee Type](#) = IND, do not enter the Project State.**

Response must be text

Project Zip Code 5   *(Column G)*

Compliance Check

Report the five-digit zip code.

Validations:

- **Conditionally required if [Investee Type](#) = BUS or CDFI; and [Project State](#) = one of the 50 US States; and X-Y Coordinates are blank.**
- **If Project State is a US territory—Puerto Rico (PR), American Samoa (AS), Guam (GU), Northern Mariana Islands (MP), or the United States Virgin Island (VI)—do not enter the Project Zip Code 5.**
- **If [Investee Type](#) = IND, do not enter the Project Zip Code 5.**
- **[Project Zip Code 5](#) must be a five-digit code (i.e. 22191 or 04106)**

Response must be numeric

Project Zip Code +4   *(Column H)*

Report the four-digit zip code extension

Validations:

- **Optional Field**

Response must be numeric

How to find the FIPS code for a single address:

1. **Log in and open the CDFI Information Mapping System (CIMS)** https://www.cdfifund.gov/mapping-system.
2. **On the CIMS landing page that opens, under the Accessing the Mapping Software section, click on the button that says 'Public'**
3. **On the next page that opens, choose the button labeled 'CDFI'**
4. **Enter a single address line such as "1801 L St NW, Washington, DC, 20036" in the highlighted Search Box.**
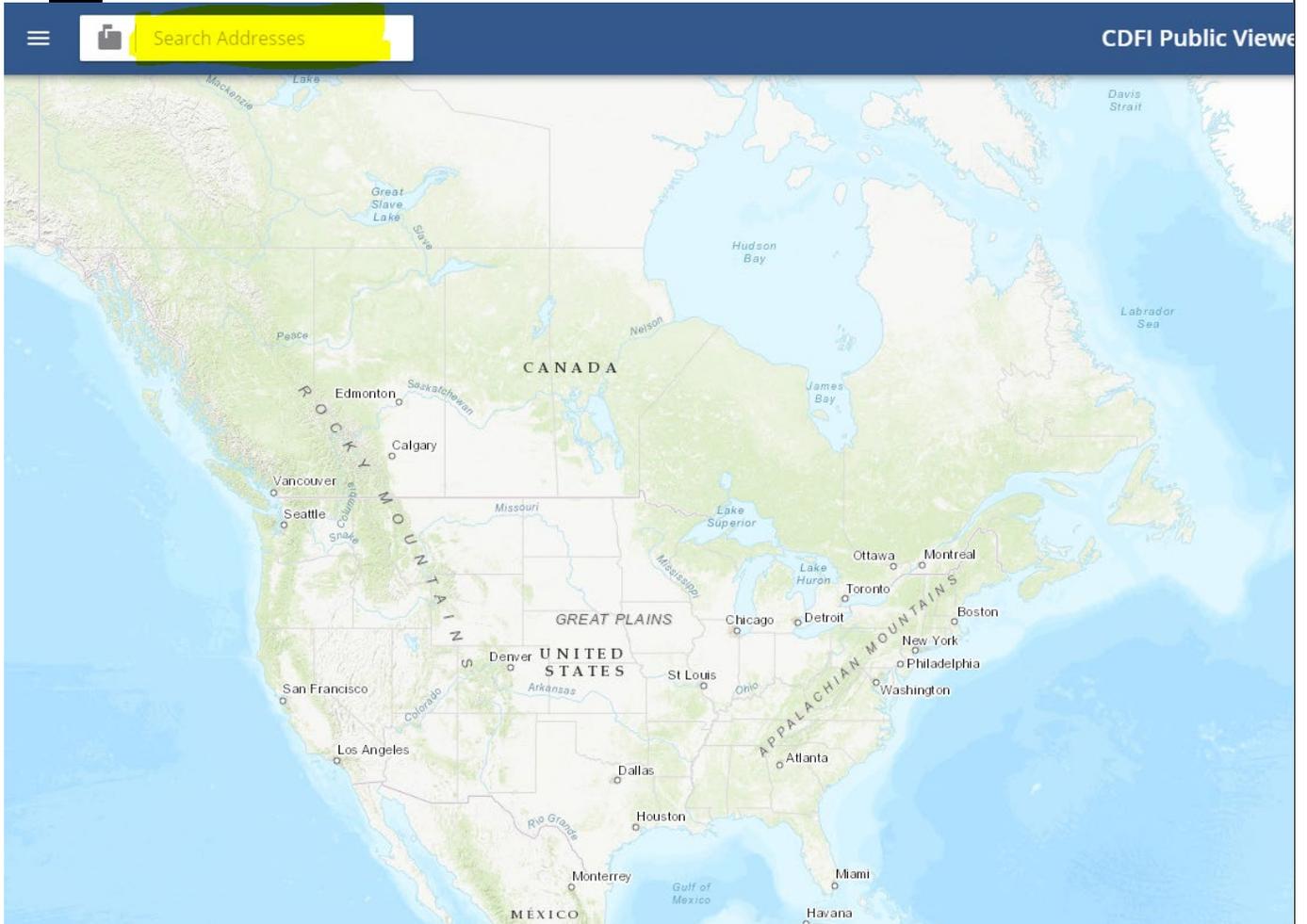
5. **Press "Enter". Next, click on "LAYERS" to select "2015 CDFI Tract". Then, click on any space on the map. The 11-digit FIPS code will be displayed as shown below. A correct FIPS code should have 11 digits. If it has only 10 digits, then there should be a leading zero. For more information on mapping, consult Section 7 (page 31) of the guidance below.**
   https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf
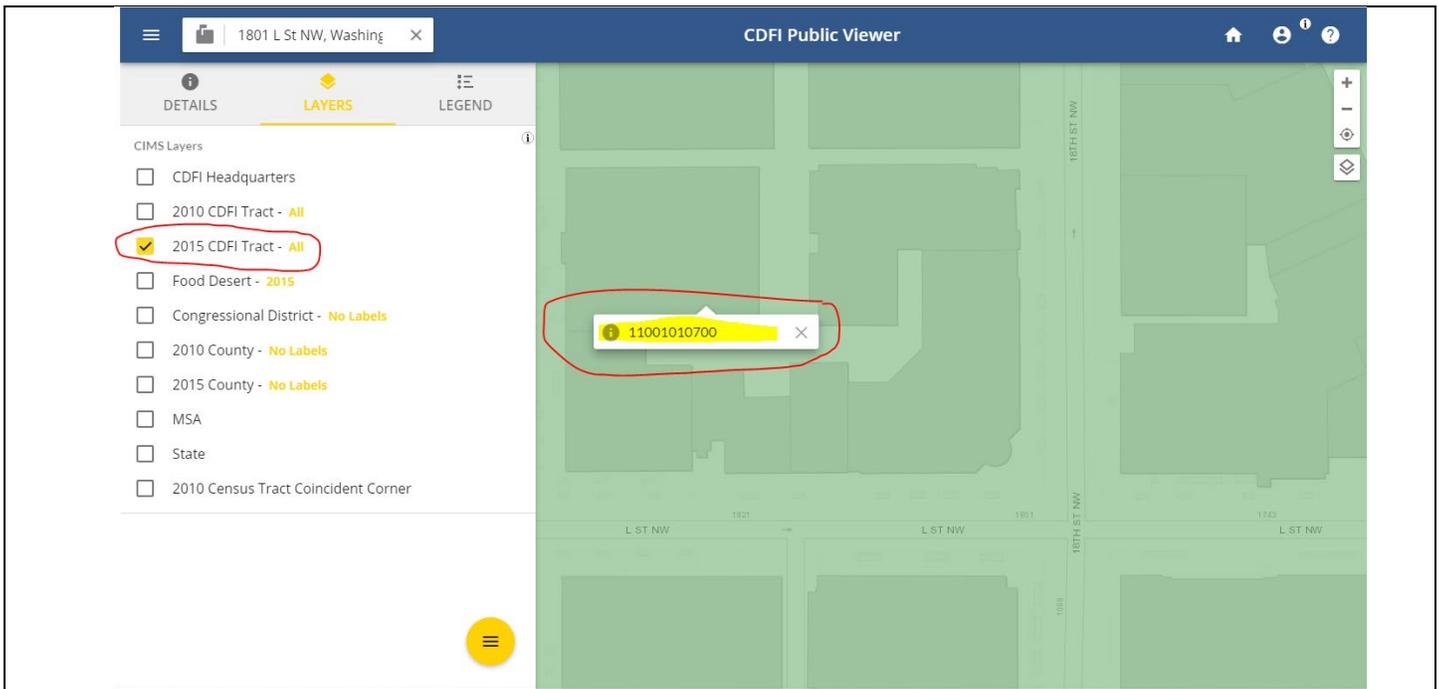
6. **By clicking on either the information icon next to the FIPS code, or the Details tab at the top of the left-hand navigation, you will receive census tract details for that FIPS code**

How to find the FIPS codes for multiple addresses:

Please consult Section 7.5 (page 46) of the guidance below.
https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf

FIPS Code – refers to the 11-digit Federal Information Processing Standards codes. The FIPS Code is a combination of the State, County, and Tract Code. To find a FIPS Code visit here

The results of the geocode system display as:

When entered into AMIS, FIPS Codes should appear as: **11001010700**

Street Address	1801 L ST NW	MSA/MD Code	47894
City Name	WASHINGTON	State Code	11
State Abbreviation	DC	County Code	001
Zip Code	20036	Tract Code	0107.00

As of June 25, 2014, AMIS has updated with the most recent census data, which is 2010 Census tract number. Please use the most current census information when obtaining and reporting FIPS Codes.

Project FIPS Code   *(Column I)*
Compliance Check

Report the project's 11-digit FIPS Code. If in the case that the FIPS code has only 10 digits, enter a leading "0" to the code to make it 11 digits.

For csv uploading, please save the code in custom format in order to keep that leading "0". **If investee type is individual, only provide the FIPS Code. Do not provide address and X-Y coordinate**. For banks and credit unions, do not report the FIPS codes of consumer loans here because they are already reported in the separate Consumer Loans/Investments Originated report.

Validations:

- **Conditionally required if Investee Type = IND**
- **Project FIPS Code must be a valid 2010 Census tract number.**

Response must be numeric

Project Longitude (X-Coordinate)   *(Column J)*
Compliance Check

Report the Project Longitude (X-Coordinate).

Validations:

- **Conditionally required if Investee Type = BUS or CDFI and Address is blank**
- **If Investee Type = IND, do not enter Project Longitude (X-Coordinate)**
-

Response must be numeric

Project Latitude (Y-Coordinate) *(Column K)*

Compliance Check

Report the Project Latitude (Y-Coordinate).

Validations:

- **Conditionally required if Investee Type = BUS or CDFI and Address is blank**
- **If Investee Type = IND, do not enter Project Latitude (Y-Coordinate)**
-

Response must be numeric

Note: If you receive the following error "Please enter another CDFI TLR Address as this is already in use" on your CDFI TLR Address upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Consumer Loans/Investments Originated Table

The Consumer Loans/Investments Originated Table captures information on all consumer loans and investments the Organization originated during the reporting period. This table only applies to banks and credit unions.

Exception for Banks and Credit Unions: Credit Unions and Banks will now need to report consumer loans on 'Consumer Loans/Investments Originated' tab instead of the CDFI TLR tab. Only Consumer loans should be provided in this table if Institution Type = Credit Union and Bank. Banks and Credit Unions are still required to report loans other than consumer loans in the TLR. Once the Consumer Loans/Investments Originated table has been certified the user is no longer able to make edits.
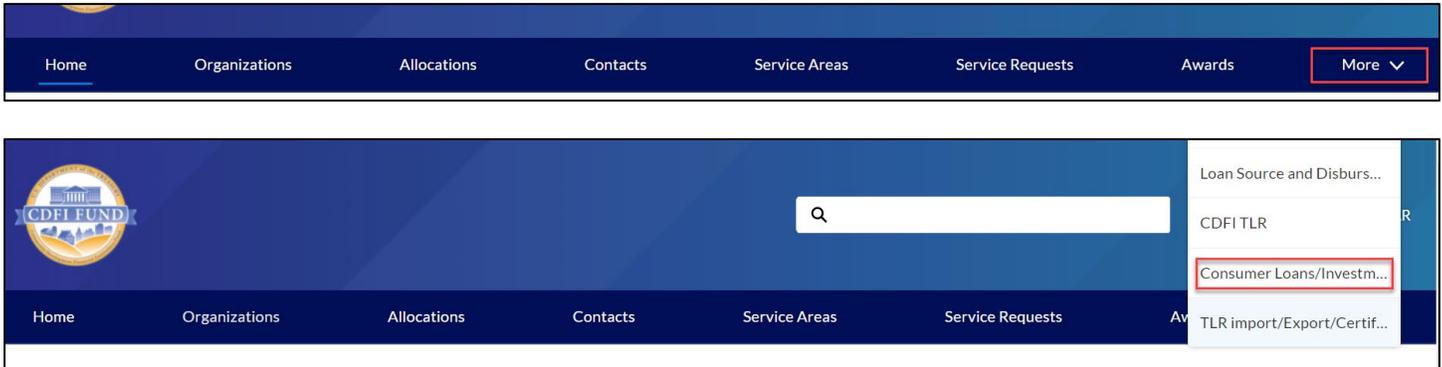
Explanation of the Data Points for Consumer Loans/ Investments Originated Table

Fiscal Year (Column B)

CDFI's reporting period fiscal year during which loans/investments were originated. This is not the same as "TLR Submission Year" on the TLR. For example, if your Organization's Fiscal Year ends on 12/31, then you should select "Fiscal Year=2017" for loans originated between 1/1/2017 and 12/31/2017 and "Fiscal Year=2018" for loans originated between 1/1/2018 and 12/31/2018.

Validations:

- **Mandatory Field**

Purpose (Column C)

Report the primary purpose of the financial note.

Validations:

- **Mandatory Field**

Please confirm:

CONSUMER	Consumer: Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans. **Note: Only Banks and Credit Unions report consumer loans in the Consumer Loans/Investments Originated table.**

FIPS Code *(Column D)*

Report the project's 11-digit FIPS Code. If in the case that the FIPS code has only 10 digits, enter a leading "0" to the code to make it 11 digits. For csv uploading, please save the code in custom format in order to keep that leading "0". Distinct FIPS code or Census tract -11-digit code where the first two digits represent a state. The first five digits represent a county. The last six digits represent a tract. FIPS codes must be **unique** within the same fiscal year for each Organization. **User will receive an error message if there are duplicate FIPS Codes reported within the same fiscal year.**

Validations:

- **Mandatory Field**
- **FIPS code must be a valid 2010 Census tract number**

Response must be numeric

Total Originated Amount *(Column E)*

Report the total dollar amount of loans or investments originated in the Census tract during the reporting period. User needs to aggregate the total amount of loans per the Census tract per fiscal year. For LOC such as credit cards, report the credit limit amount. If the credit limit amount is unknown, enter "1".

Validations:

- **Mandatory Field**
- **Total Originated Amount must be greater than zero**
- **Total Originated Amount must be greater than or equal to Total Originated Number**

Response must be numeric

Total Originated Number (Column F)

Report the total number of loans or investments originated in the Census tract during the reporting period. User needs to aggregate the total number of loans per the Census tract per fiscal year.

Validations:

- **Mandatory Field**
- **Total Originated Number must be greater than zero**

Response must be numeric

LITP Amount (Column G)

Of the Total Originated Amount, enter the amount of loans serving an approved Low-Income Targeted Population (LITP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total amount of loans per the Census tract per fiscal year. A loan can be only either LIPT or OTP, but not both.

Validations:

- **Optional Field**
- **If entered, LITP Amount must be less than or equal to Total Originated Amount**
- **If LITP Number is entered, then LITP Amount must be greater than or equal to LITP Number**

Response must be numeric

LITP Number (Column H)

Of the Total Originated Number, enter the number of loans serving an approved Low-Income Targeted Population (LITP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total number of loans per the Census tract per fiscal year. A loan can be only either LIPT or OTP, but not both.

Validations:

- **Optional Field**
- **If entered, LITP Number must be less than or equal to Total Originated Number**
- **If LITP Amount is entered, then LITP Number cannot be blank or zero**

Response must be numeric

OTP Amount *(Column I)*

Of the Total Originated Amount, enter the amount of loans serving an approved Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total amount of loans per the Census tract per fiscal year. A loan can be only either LIPT or OTP, but not both.

Validations:

- **Optional Field**
- **If entered, OTP Amount must be less than or equal to Total Originated Amount**
- **If OTP Number is entered, then OTP Amount must be greater than or equal to OTP Number**
- **If entered, the sum of LITP Amount and OTP Amount must be less than or equal to Total Originated Amount**

Response must be numeric

OTP Number *(Column J)*

Of the Total Originated Number, enter the number of loans serving an approved Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total number of loans per the Census tract per fiscal year. A loan can be only either LIPT or OTP, but not both.

Validations:

- **Optional Field**
- **If entered, OTP Number must be less than or equal to Total Originated Number**
- **If OTP Amount is entered, then OTP Number cannot be blank or zero**
- **If entered, the sum of LITP Number and OTP Number must be less than or equal to Total Originated Number**

Response must be numeric

Organization

Use the lookup function to identify and report the Organization associated to the Consumer Loans/Investments Origination record. This only applies for User Interface (UI). The csv template does not have this data field.

Validations:

- **Mandatory Field**
- **Organization must match an Organization that the user filling out the TLR is associated with**.

Response must be text

New Consumer Loans/Investments Originated

Information

Consumer Loans/Investments Name

* Fiscal Year
2021

* Purpose
Consumer

* FIPS code

Cancel   Save & New   Save

Note: *If you receive the following error "This FIPS code is already in use for this year" on your Consumer Loans/Investments Originate" file upload, please contact the AMIS Help Desk at* *AMIS@cdfi.treas.gov* *for help.*

Certifying CDFI TLRs

To certify your CDFI TLRs, navigate to the "TLR Import/Export/Certify" tab and select the name of your organization from the "Select an Organization" drop-down field and click the "Certify CDFI TLR" button. Adjacent to the "Certify CDFI TLR" button will be displayed the earliest Fiscal Year available for certification. Upon clicking the "Certify CDFI TLR" button the user will be directed to the Certification Statement page and must fill out two fields. Once the user has filled out the Certification Statement and clicked "Certify", all CDFI TLRs, addresses, and Consumer Loans/Investments Originated needing certification that pass all validations will be certified. Banks and credit unions will not be able to certify if they fail to submit all CDFI TLRs, addresses, and Consumer Loans/Investments Originated. For instances where only either the CDFI TLR or the consumer loan table is submitted but not both, submit a service request asking the fund to certify on the Organization's behalf. For bank holding companies (BHC), since the data is submitted in the affiliate's account, the user will not be able to certify the data. Please submit a service request asking the CDFI fund to certify the data in the affiliate's account and also update the reporting schedule of the BHC. **The user can only do bulk certification once.**

Note: The "Certify CDFI TLR" button also certifies Consumer Loans/Investments Originated records.

Certification of CDFI TLRs can also be done on each individual record by clicking the "Certify & Submit" button located at the top and bottom of the CDFI TLR Project page.

Note: Once "Certify & Submit" or "Certify CDFI TLR" have been clicked to certify the CDFI TLRs, the user will be directed to a page to review the Certification Statement. Once the user has acknowledged they have reviewed the Certification Statement by filling out two fields, the CDFI TLR will be certified. Once certified, user no longer can edit the data.

Prior to the CDFI Fund accepting the data submitted by a Recipient/Allocatee, the user must certify, on behalf of the organization, to the following:

1) The person(s) entering the data and making these certifications has been authorized, by the organization for which the data is input, to enter the data and make the certifications on its behalf.

2) Any information or data being provided to the CDFI Fund that is input in the Awards Management Information System (or other submission method) pursuant to the reporting requirements of the Assistance Agreement(s) or Allocation Agreement(s) ("Agreement(s)") is true, accurate, and complete, and accurately represents the activities and/or performance of the organization for which the data is input.

3) The organization remains compliant with all applicable assurances and certifications, representations and warranties, and covenants and agreements as agreed upon in the Agreement(s) for which this data is being input or, alternatively, has notified the CDFI Fund of the organization's inability to remain compliant with such provisions of the Agreement(s) through the submission of a Material Event notification (as described in the Agreement(s)) or other communication to the CDFI Fund.

Do you give the CDFI Fund permission to release your Organization's identity when it releases your Organization's TLR data for this and previous reporting periods?   --None--   ▼   I have reviewed the Certification Statement above and selected the appropriate checkbox to agree with the statement.   ☐

Certify CDFI TLR   Cancel

***Note:*** *the "ACPR DATA SUBMISSION", "ASSURANCES" and "REPRESENTATIONS AND WARRANTIES" sections will contain information pertaining to certification. They are just minimized for fitting the entire page in the image.* ***CDFIs are only allowed to bulk certify all of their records once per fiscal year. If there is a need to certify the records again, submit a service request asking the fund to certify on the Organization's behalf.***

To view the status of your CDFI TLRs, navigate to the "CDFI TLR" tab and from the "View:" drop-down field select "All". You will be directed to a page that lists all of your organizations CDFI TLRs along with the "CDFI TLR Status", "CDFI TLR Date Time Submitted", and "User Submitted" fields.


	CDFI TLR ID ↑	Organization Name	Originator Transaction ID	CDFI TLR Status	CDFI TLR Date Ti...	User Submitted	
1	TLRP-1406510	Workers Credit Union	dlmCSF104	Not Certified			▼
2	TLRP-1406511	Workers Credit Union	dlmCSF109	Not Certified			▼
3	TLRP-1406512	Workers Credit Union	dlmCSF106	Not Certified			▼
4	TLRP-1406513	Workers Credit Union	dlmCSF108	Not Certified			▼
5	TLRP-1406514	Workers Credit Union	dlmSFRLF136	Not Certified			▼
6	TLRP-1407581	Workers Credit Union	dlm7CSF109	Not Certified			▼
7	TLRP-1407582	Workers Credit Union	dlm7CSF106	Not Certified			▼

# Generate CDFI TLR Reports

1.   To begin generating TLR Reports, log into the CDFI Fund's Awards Management Information System (AMIS) and click on the Organizations tab.
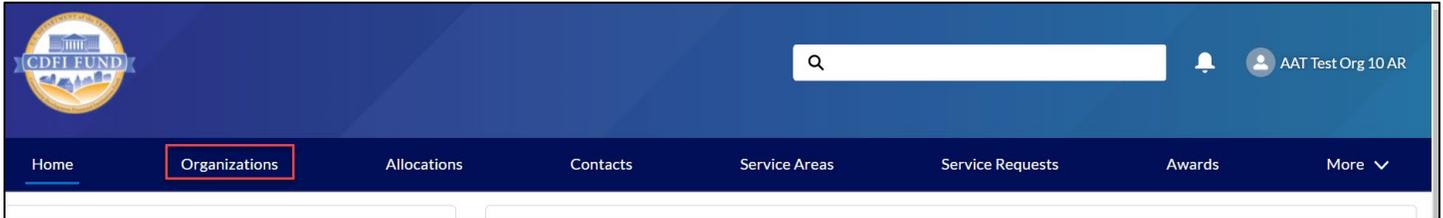
2.   Find the Organization whose reports you want to view and click on the link.
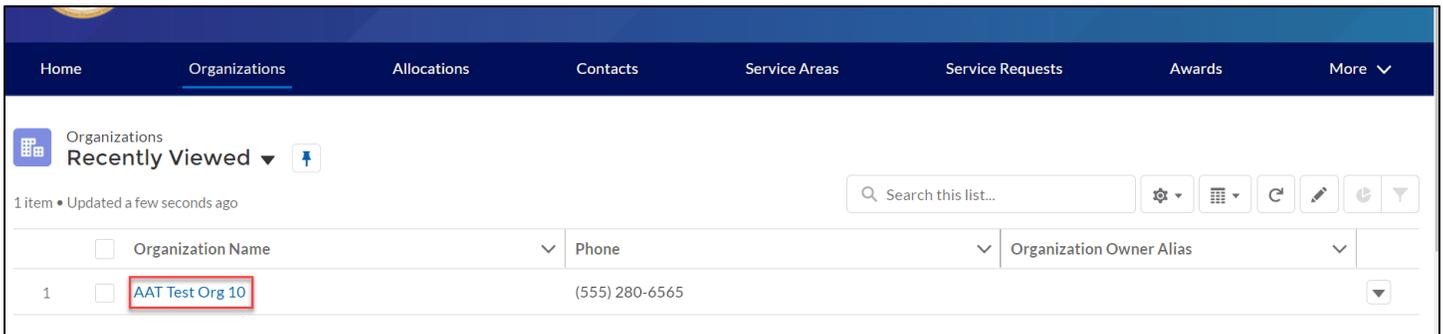
3.   Once on the Organization page, scroll to the bottom of the details and locate the 'Custom Links' section. Links to available reports will be listed in the section.
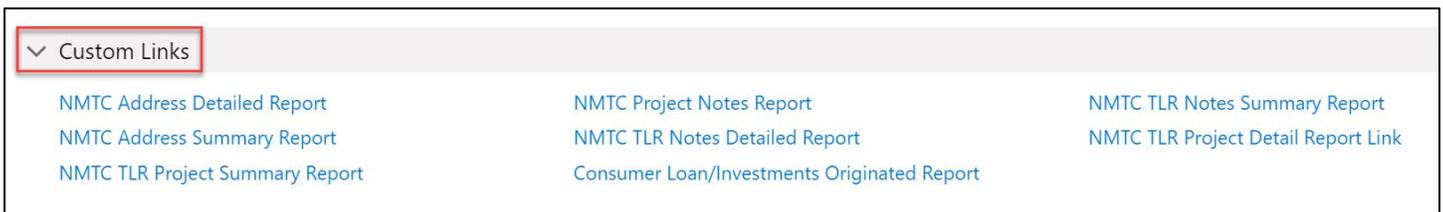
4.   Left click on the report you would like to generate.

NMTC Address Detailed Report
NMTC Address Summary Report
NMTC TLR Project Summary Report

The report generates in a new window with all records that meet the report's built-in criteria. Customization is not possible at this point.

The report provides a Printable View button and an Export Details button.

Public NMTC Address Detailed Report

Report Generation Status: Complete

Report Options:
Run Report | Hide Details | Printable View | Export Details

Last Certified Date	AMIS Address ID	Organization: Organization Name	TLR Project: AMIS Project ID	Project Number	Multi-CDE Project Number: Multi-CDE Project ID	Project Street Address Line 1	Project Street Address Line 2	Project City	Project State	Project Zip Code	Project Zip Code +4	Project FIPS Code	Project Longitude (X-Coordinate)	Project Latitude (Y-Coordinate)	Investee Street Address Line 1	Investee Street Address Line 2
-	TLRA-0024415		TLRP-00020693	2020		651 W James Lee Blvd	-	Crestview	FL	32536	-	-	-	-	651 W James Lee Blvd	-
-	TLRA-0024636		TLRP-00021075	test4		7600 glacier hwy	-	Juneau	AK	99801	-	-	-134.548517	58.359137	-	-

5.   The 'Printable View' button creates a formatted Excel spreadsheet of the report, suitable for presentation.

6.   The 'Export Details' button creates either an unformatted Excel or CSV spreadsheet of the report suitable for analysis, data manipulation (such as filtering) and import into other systems.

Export

Export View

Formatted Report	Details Only ✓
Export the report, including the report header, groupings, and filter settings.	Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format

Excel Format .xls ⬍

Encoding

ISO-8859-1 (General US & Western Europea ⬍